

Name: _____

2024 Annual Farming Questionnaire

Information required for financial statements and tax returns.

Please ensure this form is completed in full. Only complete the sections of the questionnaire if you answer "yes" to the relevant question.

1 Major Changes	YES	NO	If "No" go to Question: 2
Has the nature of your business activity changed during the financial year?	<input type="checkbox"/>	<input type="checkbox"/>	
If yes, please provide details and any other relevant information regarding the activities or results:			

2 Records / Accounting Systems	Xero	MYOB	Farm Focus
What accounting system have you used during this financial year? Please provide the following:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Yes	No	BTSR Linked
- Invite user (BTSR)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Yes	No	
- Other product used (Reckon, QuickBooks, Accredo, Other) <i>Contact advisor for list of reports required</i>	<input type="checkbox"/>	<input type="checkbox"/>	
Please provide the following:	Enclosed	N/A	
- Your manual cashbook (if one is kept) including:	<input type="checkbox"/>	<input type="checkbox"/>	
- Completed Bank Reconciliation as at balance date	<input type="checkbox"/>	<input type="checkbox"/>	
- Bank Statements for the year and one month following balance date including:	<input type="checkbox"/>	<input type="checkbox"/>	
- Business Accounts	<input type="checkbox"/>	<input type="checkbox"/>	
- Savings Accounts	<input type="checkbox"/>	<input type="checkbox"/>	
- Credit Card Statements	<input type="checkbox"/>	<input type="checkbox"/>	
- Foreign Bank or Investment Accounts	<input type="checkbox"/>	<input type="checkbox"/>	
- If you have no computer system or cash book please ensure:	<input type="checkbox"/>	<input type="checkbox"/>	
- All transactions are detailed on bank statements	<input type="checkbox"/>	<input type="checkbox"/>	
- Please clearly identify bankings which are not sales	<input type="checkbox"/>	<input type="checkbox"/>	
- Please provide a detailed list of any proceeds or sales not banked during the financial year.	<input type="checkbox"/>	<input type="checkbox"/>	
- Stock firm or Farmlands statements	<input type="checkbox"/>	<input type="checkbox"/>	
- All stock firm statements with invoices attached for the full financial year.	<input type="checkbox"/>	<input type="checkbox"/>	
- Killing sheets and credit notes for all livestock sold	<input type="checkbox"/>	<input type="checkbox"/>	
- Details of contracting income	<input type="checkbox"/>	<input type="checkbox"/>	
- Account sales for wool, grain, milk solids, velvet, etc	<input type="checkbox"/>	<input type="checkbox"/>	
- Rebates and shares	<input type="checkbox"/>	<input type="checkbox"/>	
- Notices from Silver Fern Farms, Synlait, Ravensdown, Alliance, ATS, Fonterra, Balance, LIA, NZ Wool Services and other companies, giving details of rebates and new shares issued	<input type="checkbox"/>	<input type="checkbox"/>	

2 Records / Accounting System (continued)

- Details of insurance premiums paid for insurance on farm assets and livestock and/or insurance claims

Enclosed	N/A

- Please supply notices if possible

- Development Expenditure

- Any major development expenses undertaken during the year (i.e. land improvements, roading, etc.) Please supply details and invoices where applicable.

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- Latest rate demand or Government Valuation notice.

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3 Cash on Hand

Did you have any cash, cheques or floats on hand at balance date

YES	NO	If "No" go to Question: 4

Please provide the following records:

- Total sales not banked (cash, cheques, eftpos) at balance date:

\$	
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- Total till floats at balance date:

\$	
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- Total petty cash on hand at balance date:

\$	
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4 Accounts Receivable (Debtors)

Did you have any Accounts Receivables (Debtors) at balance date?

YES	NO	If "No" go to Question: 5

Please provide a detailed list of any amounts owing to you at balance date including:

- Date of invoice

- Debtor & details

- Amount owing (GST inclusive)

- The total amount (GST inclusive) of all Accounts Receivable at balance date is:

Enclosed	N/A

\$	
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Note: Bad debts must be written off before balance date if you do not consider them to be collectable.

5 Accounts Payable (Creditors)

Did you have any Accounts Payable (Creditors) at balance date?

YES	NO	If "No" go to Question: 6

Please provide a detailed list of any amounts owing by you at balance date including:

- Date of invoice

- Creditor's name & type of expense

- Amount owing (GST inclusive)

- The total amount (GST inclusive) of all Accounts Payable at balance date is:

Enclosed	N/A

\$	
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6 Produce & Wool on Hand

Do you hold any produce or wool on hand at balance date?

YES	NO	If "No" go to Question: 7

Please complete the following and provide supporting documents:

	Type	Quantity	Estimated Value
WOOL ON HAND		KG	\$
		KG	\$
GRAIN ON HAND		KG	\$
		KG	\$
		KG	\$

(Please retain workpapers to support these totals)

7 Livestock - Sheep

If "No" go to Question:

Have your purchased or sold any sheep during the financial year, or have any on hand?

YES	NO

8

Schedule of Sheep numbers on hand at balance date

Opening Stock	
Breeding Ewes	5 & 6 year _____
	3 & 4 year _____
	2 Tooth Ewes _____
<hr/>	
	Ewe Hoggets _____
	Ram & Wether Hoggets _____
	M/Age Wethers _____
	Breeding Rams _____
<hr/>	
Total Opening Sheep	
<hr/>	
Ewes	_____
Purchases: Lambs	_____
Rams	_____
Lambs Tailed	_____ %
Natural Increase	_____

Closing Stock	
Breeding Ewes	5 & 6 year _____
	3 & 4 year _____
	2 Tooth Ewes _____
<hr/>	
	Ewe Hoggets _____
	Ram & Wether Hoggets _____
	M/Age Wethers _____
	Breeding Rams _____
<hr/>	
Total Closing Sheep	
<hr/>	
Ewes	_____
Sales: Lambs	_____
Rams	_____
Deaths, Missing, Killed	_____
Value per Unit \$	_____ Own Use _____

8 Livestock - Cattle

If "No" go to Question:

Have your purchased or sold any cattle during the financial year, or have any on hand?

YES	NO

9

Please confirm what type

Dairy		Beef
Friesian	Jersey	

Schedule of Cattle numbers on hand at balance date

Opening Stock			
	Friesian	Jersey	Beef
Mixed Age Cows	_____	_____	_____
Rising 2 year & older Heifers	_____	_____	_____
Rising 1 year Heifers	_____	_____	_____
Rising 1 year Steers & Bulls	_____	_____	_____
Rising 2 year Steers & Bulls	_____	_____	_____
Rising 3 year Steers & Bulls	_____	_____	_____
Breeding Bulls	_____	_____	_____
<hr/>			
Total Opening Cattle			
<hr/>			
Cows	_____	_____	_____
Purchases: Calves	_____	_____	_____
Steers	_____	_____	_____
Bulls	_____	_____	_____
<hr/>			
Calves Marked (%)	_____	_____	_____
Natural Increase	_____	_____	_____

Closing Stock			
	Friesian	Jersey	Beef
Mixed Age Cows	_____	_____	_____
Rising 2 year & older Heifers	_____	_____	_____
Rising 1 year Heifers	_____	_____	_____
Rising 1 year Steers & Bulls	_____	_____	_____
Rising 2 year Steers & Bulls	_____	_____	_____
Rising 3 year Steers & Bulls	_____	_____	_____
Breeding Bulls	_____	_____	_____
<hr/>			
Total Closing Cattle			
<hr/>			
Cows	_____	_____	_____
Sales: Calves	_____	_____	_____
Steers	_____	_____	_____
Bulls	_____	_____	_____
<hr/>			
Deaths, Missing, Killed	_____	_____	_____
Value per Unit \$	_____	Own Use _____	_____

9 Livestock - Deer

If "No" go to Question: 10

Have your purchased or sold any deer during the financial year, or have any on hand? YES NO

Please confirm what type Red Wapiti Elk Other

Schedule of Deer numbers on hand at balance date

Opening Stock	
	Red Other
Rising 1 year Hinds	<input type="text"/>
Rising 2 year Hinds	<input type="text"/>
Mixed Age Hinds	<input type="text"/>
Rising 1 year Stags	<input type="text"/>
Rising 2 year & older Stags	<input type="text"/>
Breeding Stags	<input type="text"/>
Total Opening Deer	<input type="text"/>

Closing Stock	
	Red Other
Rising 1 year Hinds	<input type="text"/>
Rising 2 year Hinds	<input type="text"/>
Mixed Age Hinds	<input type="text"/>
Rising 1 year Stags	<input type="text"/>
Rising 2 year & older Stags	<input type="text"/>
Breeding Stags	<input type="text"/>
Total Closing Deer	<input type="text"/>

Purchases: Hinds
 Stags

Natural Increase

Sales: Hinds
 Stags

Deaths, Missing, Killed

Value per Unit \$ Own Use

10 Livestock - Goats

If "No" go to Question: 11

Have your purchased or sold any goats during the financial year, or have any on hand? YES NO

Please confirm what type Angora & Angora Cross (Mohair) Other Meats & Fibre (Cashmere/Cashgora)

Schedule of Goat numbers on hand at balance date

Opening Stock	
Rising 1 year Does	<input type="text"/>
Mixed Age Does	<input type="text"/>
Rising 1 year Bucks & Wethers	<input type="text"/>
Bucks & Wethers over 1 year	<input type="text"/>
Breeding Bucks	<input type="text"/>
Total Opening Goats	<input type="text"/>

Closing Stock	
Rising 1 year Does	<input type="text"/>
Mixed Age Does	<input type="text"/>
Rising 1 year Bucks & Wethers	<input type="text"/>
Bucks & Wethers over 1 year	<input type="text"/>
Breeding Bucks	<input type="text"/>
Total Closing Goats	<input type="text"/>

Purchases: Does
 Bucks

Natural Increase

Sales: Does
 Bucks

Deaths, Missing, Killed

Value per Unit \$ Own Use

11 Livestock - Other

If "No" go to Question: 12

Have you purchased or sold any other stock during the financial year, or have any on hand?

YES	NO

Schedule of numbers on hand at balance date

Opening Stock	
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
Total Opening	_____

Closing Stock	
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
Total Closing	_____

Purchases: _____

Sales: _____

Natural Increase _____

Deaths, Missing, Killed _____

Value per Unit \$ _____ Own Use _____

12 Fixed Assets

If "No" go to Question: 13

Have you purchased or disposed of any Fixed Assets during the financial year?

YES	NO

Please provide a list and the following details for any assets purchased over \$1,000 or sold during the financial year, including:

Enclosed	N/A

- Date of purchase or sale
- Description of asset
- Cost / sale price of asset (inclusive of GST)
- How was the asset paid for / where was the money deposited
- Trade in details and value (inclusive of GST)
- A copy of the invoice, any HP and/or finance agreement
- Details of any assets scrapped / written off

13 Property Sales

If "No" go to Question: 14

Have you sold any property during the financial year?

YES	NO

If "yes," please provide a copy of the Solicitors Settlement Statement and Sale and Purchase Agreement and any loan settlement statements

Enclosed

Do you have any intention to sell any properties during the next financial year? (This may trigger tax consequences)

YES	N/A

In certain circumstances the sale of land (including buildings) may be assessable, including but not limited to situations where the taxpayer trades in the asset, is in a land related business, there is an association with a person in a land related business, where it is purchased with and intention of resale, where development or subdivision occurs.

Land and Buildings

If you purchased the property on or after 29 March 2018, but before 27 March 2021, the Brightline test may apply if you sell it within five years of buying. If you purchased the property on or after 27 March 2021, the Brightline test can apply if the property is sold within a ten year period. For land acquired after 27 March 2021 a five-year Brightline period may apply (rather than ten years) if the requirements for a 'new build' are satisfied.

There are some exclusions that can apply to the Brightline test, such as the 'main home' exclusion and the exclusion for inherited property.

There are other income tax rules, in addition to the Brightline test, that can result in profits from the sale of land and buildings being assessable.

14 Mortgage, Loans and Hire Purchase Agreements

If "No" go to Question: 15

Did you have any Loans and/or Hire Purchases during the financial year?

YES	NO
<input type="checkbox"/>	<input type="checkbox"/>

Please provide the following records:

- Copies of any agreements that have been entered into during the financial year including Lender, Guarantor, Term of Loan and Security.
- Details / statements of any agreements repaid or refinanced during the financial year
- Confirmation of Loan and HP balances and interest rate at balance date
- Loan and HP account statements if available

Enclosed	N/A
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>

15 Company Administration / Registration

If "No" go to Question: 16

Are you a Registered Company?

YES	NO
<input type="checkbox"/>	<input type="checkbox"/>

Please provide the details to the following:

Company Details:

- Any changes in Directors during the financial year
- Any share transfers taken place during the financial year
- Any share transfers likely to take place in the coming year?

(this could affect the company's Qualifying Company or Look-through status and any imputation credits held)

Enclosed	N/A
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>

Related Party Transactions:

- A list of all transactions between the Company and any Directors, Shareholder or related entity (i.e. Family Trust) during the financial year.

(E.g. salaries, dividends, interest, purchases of assets or trading stock from/to a Director/Shareholder)

- If Baker Tilly is not the registered office for the company please supply a copy of the Interest Register showing the above listed transactions have been entered.

(At the time of the distribution the Directors must sign a certificate stating that the company is solvent)

Private Use of Business Vehicles and Other Benefits

- Please provide details of vehicles available for private use and other benefits provided to the Directors, Shareholders and Employees

<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>

16 Motor Vehicle Expenses

If "No" go to Question: 17

Do you have a Motor Vehicle that is used for business purposes?

YES	NO
<input type="checkbox"/>	<input type="checkbox"/>

Generally you are required to keep a log book for a period of three months (every three years) to ascertain the portion of your car expenses that are business related. If you have not kept a log book for any vehicle, which has private use, the maximum deduction is 25% for the expenditure for that vehicle.

Please check that your current business percentage is still valid and provide:

- Period log book kept:

From:	<input type="text"/>	To:	<input type="text"/>
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- Private portion of vehicle usage:

<input type="text"/>	%
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- Where fuel for the car is not purchased separately, total mileage travelled during the financial year

<input type="text"/>	kms
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- Business use of any private vehicle *(Please keep all appropriate records to support your claim.)*

<input type="text"/>	\$
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17 Business Expenses Paid Privately

If "No" go to Question: 18

Did you pay for any Business Expenses Privately? *(i.e. no paid out of your business bank account)*

YES	NO
<input type="checkbox"/>	<input type="checkbox"/>

Please provide a list of any and all business expenses paid from private sources during the financial year including:

- Date of purchase
- Details of purchase and type of expense
- Amount of purchase including GST
- Copy of the receipts

Enclosed	N/A
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>

18 Private Use of Goods and Services	YES	NO	If "No" go to Question: 19
Did you incur any costs which have a private use component?	<input type="checkbox"/>	<input type="checkbox"/>	
Please provide details of all goods and services used privately including:			
- Purchases, materials, stock and other goods own use	\$		
- Telephone			
- Private tolls	\$		
- Private rental	\$		%
- Private internet	\$		%
- Private cellphone	\$		%
- Insurance	\$		%
- Power	\$		%

19 Entertainment Expenses	YES	NO	If "No" go to Question: 20
Did you incur any entertainment expenses during the financial year?	<input type="checkbox"/>	<input type="checkbox"/>	
Please provide details of business expenditure in New Zealand on food, beverages and recreation and any transport or accommodation related to these.			
	Enclosed	N/A	
	<input type="checkbox"/>	<input type="checkbox"/>	

20 Income or Losses Received (other than from business activity)	YES	N/A	If "No" go to Question: 21
Did you receive any other Income (e.g. interest and dividends) or Losses during the financial year, other than from the business activity, or have investments in Manage Portfolio Schemes?	<input type="checkbox"/>	<input type="checkbox"/>	
Please provide the following records:			
- A copy of all Interest Resident Withholding Tax certificates received	Enclosed	N/A	
- A copy of all Dividend Advice notices (including dividend reinvestment plan and bonus issue information)	<input type="checkbox"/>	<input type="checkbox"/>	
- Details of shares bought and/or sold during the financial year	<input type="checkbox"/>	<input type="checkbox"/>	
- Details of any other income received from rents, royalties, share of partnerships / trust and estate income	<input type="checkbox"/>	<input type="checkbox"/>	
- Details of any losses received from partnerships, companies, look-through companies, trusts, estate etc	<input type="checkbox"/>	<input type="checkbox"/>	

21 Foreign Income, Expenses and Investments	YES	N/A	If "No" go to Question: 22
Do you have ANY money in an overseas bank account or ANY other investments overseas, including superannuation pension schemes, life insurance policies and shares?	<input type="checkbox"/>	<input type="checkbox"/>	
Please provide the following details for all overseas bank accounts and investments, even if they do not pay dividends, including:			
- Name of Bank or Investment Company and country of residence (if known)	Enclosed	N/A	
- Date of purchase, sale and/or investment	<input type="checkbox"/>	<input type="checkbox"/>	
- Original cost prices of shares or units (if known)	<input type="checkbox"/>	<input type="checkbox"/>	
- Number of shares held and market value at the beginning and end of the financial year	<input type="checkbox"/>	<input type="checkbox"/>	
- Please supply a copy of all documents regarding investments	<input type="checkbox"/>	<input type="checkbox"/>	

22 Legal Expenses and Solicitor's Statements	YES	NO	If "No" go to Question: 23
Did you make any payments to a lawyer or solicitor?	<input type="checkbox"/>	<input type="checkbox"/>	
If "yes," please provide statements for accounts and any payments (including legal fees, settlement statements, etc.)			
	Enclosed	N/A	
	<input type="checkbox"/>	<input type="checkbox"/>	
Note: Some legal expenses are not tax deductible, it is necessary to review the invoices.			

23 Lease and Rental Agreements

If "No" go to Question:

Did you enter into any new Rental or Lease agreements during the financial year?

YES

NO

24

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Please provide copies of any and all new lease and/or rental agreements entered into during the financial year.

Enclosed

N/A

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24 Goods and Services Tax (GST)

If "No" go to Question:

Are you registered for GST?

YES

NO

25

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Please confirm how you prepare your GST Returns (basis)

Payments

Invoice

Hybrid

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Please provide a copy of:

- All GST Returns filed during the financial year
- A copy of all workings supporting the figures on your GST returns

Enclosed

N/A

25 Wages / PAYE Returns

If "No" go to Question:

Do you employ staff?

YES

NO

26

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Please provide the following:

- Your wages book for the year, or
- Annual Summary reports from your computerised payroll system
- Holiday pay owing as at balance date
- Annual leave taken up to 63 days after balance date

Enclosed

N/A

26 Fringe Benefit Tax (FBT)

If "No" go to Question:

Do you pay FBT?

YES

NO

27

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Please provide the following records:

- A copy of all FBT Returns filed with Inland Revenue during the financial year
- A copy of all workings supporting the figures on your FBT Returns

Enclosed

N/A

27 Contingent Liabilities

If "No" go to Question:

Do you have any Contingent Liabilities at balance date?

YES

NO

28

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Please provide a list on any matters which may lead to a future liability which remain uncertain at balance including estimated value.

Enclosed

N/A

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- Total estimated value of contingent liabilities at balance date:

\$	
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28 Emissions Trading Scheme

If "No" go to Question:

Have you made an application to enter the Emissions Trading Scheme?

YES

NO

29

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If "yes," please provide a copy of the documents and details.

Enclosed

N/A

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