

Dear Valued Client

Annual Farming Questionnaire

In preparation for the processing of your annual accounts and income tax returns, please find attached your annual questionnaire for the 2020/2021 year. This document plays a very important role in enabling us to complete your annual accounts in a timely manner.

Please include all receipts, interest and dividend certificates, a copy of all bank statements for the year (including covering 31 March), copies of any sale and purchase agreements, settlement statements and any other documents as outlined in the questions below.

We are unlikely to start work on your behalf without this documentation. Please note that further information may be required once we start work on your accounts. It is important that you take the time to review the attached forms carefully and complete all parts as best you can.

Once the forms are completed, either:

1. Post it back to:

Finnz Chartered Accountants
PO Box 17
Te Awamutu 3840

OR

2. Scan and email to admin@finnz.co.nz

Should you have any questions about this document please do not hesitate to call the office and speak to the accountant looking after your file.

We look forward to receiving your documents back in due course.

Kind Regards,

The Team at Finnz Chartered Accountants

ANNUAL QUESTIONNAIRE 2020 / 2021 YEAR

Please complete all appropriate sections of the questionnaire. Please attach supporting information, such as invoices, receipts or other agreements wherever possible.

1. Client Information

Before we get into the accounts information, please help us ensure all our information for you is up-to-date.

Trading Entity Name:			
Postal Address:			
Physical Address:			
Phone Number:		Mobile Number:	
Email:			
Nationality:			
Date of Birth:			
Nature of your business:			
Solicitor:			
Bank Manager:			

2. Children under 19 years of age on 1 April 2020 (and in your care during the year)

Name	Date of Birth	Date Left Secondary School

(This allows us to calculate any Working For Families Tax Credits)

3. Details of assets purchased or constructed during the year

Purchases:

Include Vehicles, Plant, Land, Buildings or Office Equipment costing over \$500 (GST exclusive). Attach any relevant agreements/invoices.

Date	Description	Purchased From	Cost including GST	Trade-in asset*	Private Use %

*If you traded in another asset at the time of purchase, please include details under section 4 below.

Constructed Assets:

Have you personally constructed any assets during the year, or are in the process of constructing an asset at your balance date? If so, please include any construction contracts.

Description of Asset _____

Cost of Materials \$ _____ (GST exclusive)

Cost of Labour \$ _____ (GST exclusive)

4. Details of any assets disposed of or discarded during the year (including trade-ins)

Date	Asset sold	Sold to	Price including GST

5. Loans borrowed or given

Made by you to someone else during the year

To: _____

Amount: \$ _____

Date: _____

Security: _____

Repayments Due: _____

Received by you from someone else during the year

From: _____

Amount: \$ _____

Date: _____

Security: _____

Repayments Due: _____

6. Accounts Receivable and Accounts Payable at Balance Date (or provide separate lists)

Accounts Receivable – Money owed **to you** for stock, goods or services sold prior to your balance date

Owed By	Item or Service Sold	\$ Amount including GST

Accounts Payable – Money owed **by you** for expenses incurred prior to your balance date

Owed To	Type of Expense	\$ Amount including GST

7. Private Use of Motor Vehicles

If you used a business vehicle for private purposes, enter the distances for the vehicle below and the period for which you used the log book.

Motor Vehicle	Total Distance for Period	Business Distance for Period	Business %	Log Book Period

8. Investments

Please provide details of any shares purchased or term deposits made during the year.

Date Purchased / Invested	Name of investment and quantity or bank	Amount Invested
E.g. 4/9/2019	BNZ Bank – Term Deposit	\$10,000
OR 5/01/2020	1000 Mighty River Power Shares	\$2,500

Please provide details of any shares sold during the year

Date Sold	Name of investment and quantity or bank	Amount Received
E.g. 31/01/2020	1000 Genesis Energy Shares	\$2,600

Please include any share transaction statements from Computershare or Link Market Services.

If you have a share portfolio with an investment adviser (eg Craigs, Forsyth Barr etc) please provide a copy of their Taxation Summary.

9. Stock on Hand at Balance Date

(a) Livestock: Please complete detailed stock sheet attached.

(b) Wool on Hand: Number of Bales _____
 Estimated value per bale \$ _____ (GST exclusive)

10. Goods Taken for Private Use

Provide details of farm produce taken for private use. Include age and description of any animals killed for meat. Please estimate the value of animals killed and produce taken.

Animal Type/Description	Number taken	Estimated Value

Please note that a GST adjustment is required for goods taken for private use.

11. Business Income

Was all business income banked into your business account? Yes / No

If not, please supply full details of amounts applied to:

- business expenditure
- personal expenditure
- non-business or savings bank accounts.

Were any expenses paid through a personal account? Yes / No

If yes, please provide full details of transactions

Thank you for taking the time to complete this questionnaire

Livestock on Hand at the end of the Financial Year

Cattle	Jersey	Friesian	Beef
Mixed Age Cows			
Rising 2 Year Heifers			
Rising 1 Year Heifers			
Breeding Bulls			
Rising 3 Year+ Steer/Bull			
Rising 2 Year Steer/Bull			
Rising 1 Year Steer/Bull			

Sheep	Number
Rising 5 Year + Ewes	
Rising 3 & 4 Year Ewes	
2 Tooth Ewes	
Ewe Hoggets	
Breeding Rams	
Mixed Age Wethers	
Wether/Ram Hoggets	

Deer	Red	Wap/Elk	Other
Mixed Age Hinds			
1st Fawning Hinds			
Rising 1 Year Hinds			
Breeding Stags			
Rising 2 Year + Stags			
Rising 1 Year Stags			

Pigs	Number
Sows over 1 Year	
Rising 1 Year Sows	
Baconers > 17 weeks	
Pigs 10-17 weeks	
Weaner Pigs < 10 weeks	
Breeding Boars	

Fibre Goats	Angora up to G3	Cashmere / Cashgora & G4
Mixed Age Does		
1st Kidding Does		
Rising 1 Year Does		
Breeding Bucks		
1-3 Year Wethers/Bucks		
Rising 1 Year Wethers/Bucks		

Dairy Goats	Number
Does over 1 Year	
Rising 1 Year Does	
Breeding Bucks	
Other Dairy Goats	