

<p><u>Vouchers</u> Please ensure that all statements, invoices, sales notes, vouchers etc. are provided in a suitable filing system. Where there are missing invoices and credit notes please note clearly on each statement the nature of the expenditure or proceeds received.</p> <p>Please ensure that the following particular information is included:</p> <ul style="list-style-type: none"> - Stock Firm/Dairy Company accounts - Killing Sheets, Livestock and Wool Sale Accounts - Produce or Grain Sales accounts - Letters/advice for Rebate Shares issued - Rural Bank statements and/or other loan statements - Insurance Premium Notices - Rates Notice 	
<p>2. <u>Savings Bank Passbooks/Investment Account Statements</u> Mark nature of entries where this is not obvious.</p>	
<p>3. <u>Copies of GST Returns and Workpapers</u></p>	
<p>4. <u>Copies of Fringe Benefit Returns and Workpapers</u></p>	
<p>5. <u>Dividend or Interest PAYE Paid</u> If you have made dividend PAYE or interest PAYE payments to the Inland Revenue Department please supply copies of IR4K or IR15P forms on which the payments were made and the supporting annual reconciliation.</p>	

B. STOCK ON HAND

Livestock on Hand

Please complete the attached Schedules.

Wool and Produce on Hand

Did you have any Wool, Grain or other produce on hand or in store, but not sold at Balance Date?

Yes / No

If 'Yes' provide details below

Description	Kgs/Bales	Estimated Value
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Other Stock On Hand (eg. Fertilizer, Hay, Other Feed etc)

Description	Kgs/Bales	Cost
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

C. ACCOUNTS RECEIVABLE (Sundry Debtors)

(Money Owing to you)

- (a) Proceeds of Livestock or Wool Sales owing at Balance Date.
At balance date were any Livestock or Wool proceeds owing to you which were sold prior to balance date?
Yes / No

If 'Yes' provide full details here:

Specify whether GST is included or excluded

Date Sold	Quantity Head/Kgs	Description	Sold to	Amount
_____	_____	_____	_____	\$ _____
_____	_____	_____	_____	\$ _____
_____	_____	_____	_____	\$ _____

- (b) Other funds owing at Balance Date:

Please detail here any other funds owing but not received prior to balance date (ie. Grazing, Hay Sales etc.)

D. ACCOUNTS PAYABLE (Sundry Creditors)

(Money owing by you)

Enter here the total amount owing to suppliers at Balance Date.

\$ _____

Attach a separate list showing how this amount is made up. This will normally comprise accounts paid on the 20th of the month following balance date, but if there are any other accounts owing and still not paid by that date, include these as well.

Attach all Statements, Invoices and Vouchers.

Specify whether GST is included or excluded.

<p><u>E. CASH INCOME DURING YEAR NOT BANKED</u></p> <p>Proceeds received but not paid into your Bank Account or stock firm, eg. dogs, crutchings, slink skins, rebate cheques.</p> <p>_____ \$ _____</p> <p>_____ \$ _____</p> <p>_____ \$ _____</p>	
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<p><u>F. FARM EXPENSES</u></p> <p>Please list expenses paid out from personal funds eg. petrol, meals, (on business), stamps, freight</p> <p>_____ \$ _____</p> <p>_____ \$ _____</p> <p>_____ \$ _____</p>	
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<p><u>G. KEEP PROVIDED FOR EMPLOYEES</u></p> <p style="text-align: center;">Name</p> <p>1. _____ \$ _____</p> <p>2. _____ \$ _____</p> <p>3. _____ \$ _____</p>	
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<p><u>H. MEALS SUPPLIED</u></p> <p>Number of dinners, morning and afternoon teas (=1/2 meal) supplied to:</p> <p>Company Travellers _____</p> <p>Contractors _____</p> <p>Shearers _____</p> <p>Lamb Buyers _____</p> <p>Stock Agents _____</p>	
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<p><u>I. OTHER INFORMATION</u></p> <p>1. Capital Receipts, from life insurance, legacies, tax refunds, gifts, sale of assets etc.</p> <p>2. Is spouse entitled to wages?</p> <p>3. Are children entitled to wages?</p>	
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<p><u>J. PERSONAL VEHICLE RUNNING (from Log Book)</u></p> <p>If applicable advise total distance travelled this year, and distance travelled on personal matters.</p> <p>Vehicle _____</p> <p>Personal Travel _____ kms</p> <p>Total Distance Travelled _____ kms</p> <p>Vehicle _____</p> <p>Personal Travel _____ kms</p> <p>Total Distance Travelled _____</p> <p>Please note that log book details for each vehicle need only to be recorded for one <u>three</u> month period every three years. If you are using last years percentage please advise – Yes / No.</p>	
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<p><u>K. PRIVATE USE</u></p> <p>Portion of expenses incurred to be allocated as private:</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 30%;"></td> <td style="width: 10%; text-align: center;">\$</td> <td style="width: 10%; text-align: center;">or</td> <td style="width: 10%; text-align: center;">%</td> <td style="width: 30%;"></td> </tr> <tr> <td>a) Telephone</td> <td style="text-align: center;">_____</td> <td></td> <td></td> <td style="text-align: center;">_____</td> </tr> <tr> <td>b) Power</td> <td style="text-align: center;">_____</td> <td></td> <td></td> <td style="text-align: center;">_____</td> </tr> <tr> <td>c) Goods for Own Use</td> <td style="text-align: center;">_____</td> <td></td> <td></td> <td style="text-align: center;">_____</td> </tr> </table>		\$	or	%		a) Telephone	_____			_____	b) Power	_____			_____	c) Goods for Own Use	_____			_____	
	\$	or	%																		
a) Telephone	_____			_____																	
b) Power	_____			_____																	
c) Goods for Own Use	_____			_____																	

<p><u>L. LEGAL STATEMENTS</u></p> <p>During the year did you have any transactions relevant to your farm with your solicitors?</p> <p style="text-align: center;">Yes / No</p> <p>If 'Yes' please attach all legal statements covering transactions other than personal matters. If you do not have these statements please obtain them from your solicitor.</p>	
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<p><u>M. INSURANCE & ACC LEVIES</u></p> <p>Please provide either the original or copy of all Insurance/Work Place Accident Insurance/ACC Invoice (this is essential for all companies).</p>	
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N. SALE/PURCHASE OF FIXED ASSETS

During the year did you:

- (a) Purchase any farm assets? Yes / No
(b) Sell or Trade in any farm assets? Yes / No

If 'Yes' to either or both of the above please provide details here:

Date	Purchased or Sold	Asset	Amount
_____	_____	_____	\$ _____
_____	_____	_____	\$ _____
_____	_____	_____	\$ _____
_____	_____	_____	\$ _____

Were any of these assets purchased on Hire Purchase? Yes / No

If 'Yes' please attach a copy of the HP Agreement.

O. DEVELOPMENT EXPENDITURE

Development expenditure includes drainage, construction of roads, irrigation, supporting frames for crops etc.

Please give a brief description of development work carried out during the year.

P. HAS THERE BEEN ANY CHANGE IN THE NATURE OF YOUR FARMING ACTIVITIES SINCE LAST BALANCE DATE?

Yes / No

<u>Q. PERSONAL ADVANCES</u>	
Please record any advances made by you to the business	

<u>R. ADVANCE PAYMENTS/DEPOSITS</u>	
Provide details of any payments made for goods and services not delivered at balance date.	

<u>S. LAND AND BUILDINGS</u>	
Latest government valuations for land and buildings used in business:	
Date of Valuation	___/___/___
Land	\$ _____
Improvements	\$ _____

<u>T. OTHER</u>	

As an annual requirement by the Chartered Accountants Australia and New Zealand, we request that you read and sign the following:

TERMS OF ENGAGEMENT

I confirm that I have examined all the matters mentioned above and provided you with all relevant details as requested.

I/We accept responsibility for the accuracy and completeness of the information supplied which is to be used in the preparation of my/our financial statements. The accuracy of my/our financial statements will only reflect the information I/We have supplied to you, therefore, I/We understand that your work will not detect error/fraud. The financial statements will be prepared at my/our request and for my/our purposes only and that you will not be liable for any losses, claims, or demands by any third person. I/We accept responsibility for all other records and information supplied to you and I/we will be responsible for any failure by me/us to supply all relevant records and information to you.

Under the Privacy Act, we require your written authority to obtain information from banks, solicitors, ACC and also the IRD. We can then obtain the information without having to contact you each time.

I/We authorise you to have access to any information you may require from the Inland Revenue Department, ACC, my bank and/or solicitor in order for you to complete my/our tax returns.

SIGNED: _____ DATE: _____

This questionnaire has been designed to provide information to maximise tax deductions and minimise the tax you pay.