



## Client Questionnaire Farming Income Tax Information

### Terms of Engagement

**Client Name** \_\_\_\_\_  
**Contact Number** \_\_\_\_\_  
**Email Address** \_\_\_\_\_  
**Financial Year End** \_\_\_\_\_

This Agreement, together with our Terms of Business as set out on our website (<https://www.nexia.co.nz/wp-content/uploads/2023/09/Terms-of-Business-Nexia-Hawkes-Bay-Limited.pdf>) confirms the terms of our appointment to provide accounting and tax advice, including the compilation of financial statements (if required), annual income tax return and compilation of financial information. If financial statements are compiled, these will be prepared in accordance with "Service Engagement Standard 2" as issued by Chartered Accountants Australia and New Zealand.

The enclosed Information Checklists is used by us to obtain all relevant information and to assist us to prepare the financial Statements (if required) and tax return(s). It is your responsibility to ensure the accuracy and completeness of the information as well as checking the final Returns for reasonableness and correctness. We will not audit, review or otherwise attempt to verify the accuracy or completeness of that information. Compilation services cannot be relied upon to detect fraud or error and our services are undertaken only for you. We are not responsible for any loss or claim by any third party.

We confirm that while we will provide assistance in meeting taxation obligations, including advice on payments and/or reminder letters for taxes due, the responsibility for paying the correct tax on time is your sole responsibility.

You give us authority to seek any additional information that we may require for the purposes of preparing your financial statements and tax return(s) from relevant third parties including (but not limited to) your solicitor, advisor, employees, bank or other financial institution and authorise said parties to supply us with such information.

You give us authority to add you, and any associated entities (if required), to our tax agency list with Inland Revenue for all tax types.

If you are in agreement with the terms of engagement as outlined above and the Terms of Business as set out on our website, please sign below.

**Signed on behalf of** \_\_\_\_\_

**Signature** \_\_\_\_\_

**Date** \_\_\_\_\_

### Advisory. Tax. Audit.

## Client Questionnaire

### Farming Income Tax Information

#### Checklist

- 1. Source of Accounting Records**  
Please provide us with a backup or transfer file from your accounting system (if used) otherwise full accounting records such as bank statements, cashbooks, cheque butts, deposit books etc.
- 2. Bank Reconciliations**  
A copy of the final bank statement at bank reconciliation at year end (e.g. 31 March) for all business bank accounts.
- 3. Inland Revenue**  
If applicable, please provide us with copies of all other tax type returns, reconciliations and working papers for the year, including GST, PAYE, FBT and RWT.
- 4. Payroll Reports**  
If applicable, a summary of your payroll system for the year.
- 5. Accounts Receivable**  
A list of any accounts receivable (amounts owing to you) at year end.
- 6. Accounts Payable**  
A list of any accounts payable (amounts you owe) at year end.
- 7. Livestock**  
Please complete the livestock tallies and statistical data tables at the end of the questionnaire checklist. Please match up your stock as close as possible to the listed categories as these are how they are categorised for income tax purposes.
- 8. Produce on Hand**  
Please provide us with details of stock on hand at balance date, including the value (excluding GST) and how you have valued it.
- 9. Hire Purchases, Leases and Loans**  
Please provide us with copies of any hire purchase, lease and loan agreements taken out during the year. Please provide us with copies of loan statements at year end (e.g. 31 March).
- 10. Savings, Term Deposits and Other Investments**  
Please provide us with copies of all statements for savings accounts, term deposits and other investments. For all overseas shares and investments, we require a list of all shares and investments owned at both the start and end of financial year, including the company name, relevant shareholding, type of investment, cost and details of all shares bought and sold during the year.
- 11. Income not Banked**  
Please provide us with details of any income not banked.
- 12. Fixed Assets**  
Please provide us with details including copies of invoices for all fixed assets purchased or sold during the year.
- 13. Interest Income**  
All resident withholding tax certificates for interest income received from within and outside New Zealand.

**14. Dividend Income**  
All dividend notices including those where dividends have been reinvested, for dividend income received from within and outside New Zealand.

**15. Other Income**  
Apart from business income, please provide us with details of other income you may have received, including (but not limited to) sale of assets, insurance claims, supplier rebates.

**16. Legal Fees**  
Please provide us with copies of all legal fee invoices as well as any statements dealing with any legal transactions during the year such as property or business sale and purchase agreements, litigation etc.

**17. Expenses Paid Personally**  
Please provide us with details of all expenses paid for personally during the year where they have not been reimbursed by the business.

**18. Home Office**  
If you use part of your personal home for business use, we may be able to calculate a "home office" claim. Please supply the following details:

Total area of home (m<sup>2</sup>): \_\_\_\_\_

Total area used for business purposes (m<sup>2</sup>): \_\_\_\_\_

Interest paid on mortgage: \_\_\_\_\_

Insurance paid: \_\_\_\_\_

Power, gas and heating: \_\_\_\_\_

Rates paid: \_\_\_\_\_

Rent paid (if rented): \_\_\_\_\_

Repairs and maintenance paid: \_\_\_\_\_

Other home expenses (please detail): \_\_\_\_\_

**19. Business Motor Vehicle**  
If you use a motor vehicle in your business, please supply the following details (for each vehicle):

What percentage of vehicle usage is business use: **OR** \_\_\_\_\_

Total kilometres travelled for business use: **and** \_\_\_\_\_

Total kilometres travelled for private use: \_\_\_\_\_

**NOTE:** a log book or other substantiating record must be kept for a period of three months every three years.

**20. Company Only**

Please provide us with details of any of the following if applicable:

Changes in shareholding during the year:

Dividends paid during the year:

Contingent liabilities at balance date:

Material events that happened after balance date:

Material changes to business operations during the year:

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**21. Trusts and Estates Only**

Please provide us with details of any of the following if applicable:

Changes in trustees during the year:

Gifts, debt forgiveness or bequests during the year:

Distributions made during the year:

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**22. Any other information you think may be relevant**

Client Questionnaire  
Farming Income Tax Information

**Livestock Tallies at Balance Date**

**CATTLE**

	QUANTITIES				
	Beef	Friesian	Jersey		
Rising 1yr Heifers				Calves bred – natural increase	
Rising 2yr Heifers				Cattle killed for own use	
Mixed Age Cows & Rising 3yr & Older Heifers				Cattle killed for employee use	
Rising 1yr Steers & Bulls				Cattle killed for dog food	
Rising 2yr Steers				Estimated deaths / losses	
Rising 2yr Bulls					
Rising 3yr and older Steers / Bulls					
Breeding Bulls					
<b>TOTAL</b>					

**SHEEP**

	QUANTITIES				
	Beef	Friesian	Jersey		
2 tooth Ewes				Lambs bred – natural increase	
3 & 4yr Ewes				Sheep killed for own use	
5 & 6yr Ewes				Sheep killed for employee use	
Ewe Hoggets				Sheep killed for dog food	
Ram & Wether Hoggets				Estimated deaths / losses	
Mixed Age Wethers					
Breeding Rams					
<b>TOTAL</b>					

**DEER**

	QUANTITIES				
	Red	Wapiti	Other		
Rising 1 yr Hinds				Natural increase	
Rising 2 yr Hinds				Estimated deaths / losses	
Mixed Age Hinds					
Rising 1 yr Stags					
Rising 2 yr & older Stags (non-breeding)					
Breeding Stags					
<b>TOTAL</b>					

**HORSES**

	QUANTITIES
<b>TOTAL</b>	

**PIGS**

	QUANTITIES		
Sows under 1 yr			Piglets bred – natural increase
Sows over 1 yr			Pigs killed for own use
Weaners			Pig killed for employee use
Baconers			Estimated deaths / losses
Porkers			
Boars			
<b>TOTAL</b>			

**GOATS**

	QUANTITIES			
	Angora	G1-G3	Other	
Breeding Bucks				Natural increase
Bucks (non-breeding) & older Wethers				Estimated deaths / losses
Rising 1 yr Bucks & Wethers				
Rising 1 yr Does				
Mixed Age Does				
<b>TOTAL</b>				