

## 2024 Farming Questionnaire

Business Name:	
Phone:	
Email:	
IRD number:	
Bank account no (for IRD refunds):	

**Please check the list below to ensure you have provided all the applicable information. Incomplete information may cause processing delays and an increase in cost.**

Records Required		Comment
<b>Bank Information</b>		
Where an <b>online accounting system</b> is used (e.g. Banklink / Xero / MYOB), please provide: <ul style="list-style-type: none"> <li>Final bank statement for the year for all bank accounts</li> </ul>	<input type="checkbox"/>	
Where a complete <b>computerised accounting system</b> is used (e.g. MYOB), please provide: <ul style="list-style-type: none"> <li>A backup of software as at end of financial year (by email)</li> <li>Final bank statement for the year for all bank accounts</li> </ul>	<input type="checkbox"/>	
Where a <b>manual system</b> is used, please provide: <ul style="list-style-type: none"> <li>Cashbook (if one is kept)</li> <li>Copy of bank reconciliation as at balance date for all bank accounts</li> <li>Cheque &amp; Deposit butts (if used)</li> <li>Bank statements for the full year for all bank accounts</li> </ul>	<input type="checkbox"/>	
Where <b>no system</b> is used, please provide: <ul style="list-style-type: none"> <li>bank statements for the year noting the exact nature of all deposits and withdrawals.</li> </ul>	<input type="checkbox"/>	
<b>Loan Statements</b>		
Please supply a copy of any bank loan statements for the financial year up to your balance date.	<input type="checkbox"/>	

<b>Covid-19 Wage Subsidy and Small Business Loan</b>		
Have you received any Covid-19 wage subsidy and/or any other Covid-19 support payments during the years? If yes, please note all dates and receipts.		Date: _____ \$: _____ Date: _____ \$: _____ Date: _____ \$: _____ Date: _____ \$: _____ Date: _____ \$: _____
Have you repaid any Covid Subsidies?	<input type="checkbox"/>	Date: _____ \$: _____
Have you received the Government Small Business Loan?	<input type="checkbox"/>	Date: _____ \$: _____
<b>Fringe Benefit Tax (FBT) Returns</b>		
Please supply copies of Fringe Benefit Tax (FBT) returns and work papers.	<input type="checkbox"/>	
<b>Goods &amp; Services Tax (GST) Returns</b>		
Please supply copies of Goods & Services Tax (GST) returns and work papers.	<input type="checkbox"/>	
<b>Interest and Dividend Certificates</b>		
Please supply copies of Interest RWT and Dividend certificates.	<input type="checkbox"/>	
<b>Accounts Receivable (Debtors)</b>		
All accounts or amounts owing to you at balance date should be provided. <b>Exclude</b> any bad debts. To enable bad debts to be excluded from income, these must be written off prior to balance date.  Please supply a copy of debtor statements at year end.		Total at Balance Date: \$ _____ <b>GST:</b> <input type="checkbox"/> <b>Included</b> <input type="checkbox"/> <b>Excluded</b>
<b>Accounts Payable (Creditors)</b>		
All accounts or amounts owing by you at balance date should be provided indicating name of creditor, amount and what the debt is for. Holiday pay or bonuses paid within 63 days of your balance date may be included.  Please supply a copy of creditor statements at year end.		Total at Balance Date: \$ _____ <b>GST:</b> <input type="checkbox"/> <b>Included</b> <input type="checkbox"/> <b>Excluded</b>
<b>Cash on Hand</b>		
*Cash on Hand      \$ _____ Date banked Petty Cash            \$ _____ Till Floats/Cash Floats \$ _____  *(Include cash sales prior to balance date but not banked until after balance date)		

<b>Prepayments Made</b>	
Balance of any payments made before balance date for goods or services not received or used by balance date.	\$ _____ <b>GST:</b> <input type="checkbox"/> <b>Included</b> <input type="checkbox"/> <b>Excluded</b>
<b>Capital Expenditure</b>	
Attach details of assets purchased or sold during the year such as motor vehicles, plant and equipment and properties. Where applicable please provide the following details: <ul style="list-style-type: none"> <li>▪ Hire purchase or loan agreements</li> <li>▪ Lease agreements</li> <li>▪ All legal statements and agreements</li> <li>▪ Trade-in details</li> <li>▪ Lost, stolen or scrapped items</li> <li>▪ Copy of Tax Invoices</li> </ul> We suggest you review last year's Asset and Depreciation Schedule and indicate any assets that no longer exist.	
<b>Transactions Not Through the Business</b>	
Were all sales banked into your business trading bank account?  <input type="checkbox"/> Yes <input type="checkbox"/> No  If No, list amounts not banked and when they were lodged:	Personal: \$ _____ Business: \$ _____ Other: \$ _____
<b>Other Non-Taxable Income</b>	
Did you receive non-taxable income from any other sources?  If Yes, please provide details.	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Legal and Loan Documents</b>	
Please attach any solicitor's statements and Sale and Purchase Agreements relating to any legal transactions during the year. Please also include Statements and Agreements relating to any mortgages, hire purchase, leases or loans. Please include a copy of your latest Rateable Valuation for any properties you own.	
<b>Private Use</b>	
Value of goods taken for private use at their <b>cost</b> price.	\$ _____ <b>GST:</b> <input type="checkbox"/> <b>Included</b> <input type="checkbox"/> <b>Excluded</b>

<b>Expenses paid in Cash or from Personal Funds</b>		
Please provide a list if applicable.		
<b>Farm House Expense Apportionment (including any attached garage / storage space)</b>		
Please provide the following details:		
Area of house (msq / sqft)		_____
Area dedicated for business purpose (msq / sqft)		_____
Area of house with mixed use – used for both business and private purpose (msq / sqft)		_____
Time of mixed use area used for business purpose %		_____ %
<b>Residential Land Withholding Tax</b>		
Have you sold residential property in New Zealand where Residential Land Withholding Tax has been deducted and paid to the IRD?		<input type="checkbox"/> Yes <input type="checkbox"/> No
If so, provide details e.g. IR1100 Residential land withholding tax return and other sale and purchase documents.		
<b>Residential property sales</b>		
Have you sold any residential property during the year (not otherwise detailed on the information provided)?		Date Purchased: _____ Date Sold: _____
<b>Mortgage Interest Paid on Residential Property</b>		
Have you incurred interest on residential properties owned (which is not your main family home or a 'new build*')? Is the interest also against properties other than residential rentals? If so, please provide details of amount of interest and dates paid.		<input type="checkbox"/> Yes <input type="checkbox"/> No
* A new build is a self-contained residence that receives a Code Compliance Certificate confirming the residence was added to the land on or after 27 March 2020.		
<b>Cryptocurrency</b>		
Have you received or traded in cryptocurrency (or similar) during the income year? If so, please provide full details of the type, dates, amounts in NZD, units traded and units held at year end.		<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Research and Development</b>		
Has your business is a company, have you spent significant amounts on research and development during the income year? If so, provide details of expenditure.		<input type="checkbox"/> Yes <input type="checkbox"/> No



<b>Woolsheds</b>																																						
Provide details of woolsheds used in the farming business: <ul style="list-style-type: none"> <li>Are they being currently used as a woolshed?</li> <li>If no longer being used for shearing sheep, are they being used as a barn (i.e. for storage or for housing livestock)?</li> </ul>	<input type="checkbox"/> Yes	<input type="checkbox"/> No																																				
	<input type="checkbox"/> Yes	<input type="checkbox"/> No																																				
<b>Unsold Produce</b>																																						
Please provide full details of any produce on hand at balance date that is intended for sale. Examples include honey, wool, timber, hay, silage, crops.	<b>Estimated Value (Excl GST)</b> \$ _____ \$ _____ \$ _____ \$ _____ \$ _____ \$ _____ \$ _____ \$ _____ \$ _____ \$ _____																																					
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• Less: Closing Stock Numbers		<b>units</b>
• Less: Stock Known Deaths		<b>units</b>
• Sub Total (B)		<b>units</b>
• Unaccounted for and Missing (A less B)		<b>units</b>
<b>Deer / Goats / etc</b>		
• Opening Stock Numbers		<b>units</b>
• Add : Sock Purchased During Year		<b>units</b>
• Add: Calves Bred		<b>units</b>
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## DECLARATION

I accept responsibility for the accuracy and completeness of the information supplied in this questionnaire which is to be used in the preparation of my financial statements. You are not to complete an audit, nor do I wish you to undertake a detailed review of my affairs in order to substantiate the accuracy of my information, and therefore you are not asked to provide any assurance on my financial statements. I understand your work cannot be relied on to detect error and fraud and that you accept no liability for the accuracy and completeness of the information supplied by me. I further understand that the financial statements will be prepared at my request and for my purposes only and that you will not be liable for any losses, claims or demands by any third person. I also accept responsibility for all other records and information supplied to you other than those listed above. I accept responsibility for any failure by me to supply all relevant records and information to you.

I hereby authorise Phibbs & Co. Limited to obtain from any third party any records or information you require for the purpose of preparing my Financial Statements and Income Tax Returns and accordingly any such third party is authorised to provide you with information required.

I/We being duly authorised give authority to Phibbs & Co Limited to act on behalf of for **all** tax types. Authority is given to obtain information from Inland Revenue about **all** tax types. This includes obtaining information through all Inland Revenue media and communications channels.

**Name:**

**Position:** Trustee

**Signed:**

**Date:**

If you are solely authorised to provide information to us, then you do not need to obtain the signature of other directors, Trustees or partners. If the business requires another person to sign off on these information disclosures, then please have them sign below;

**Name:**

**Position:** Trustee

**Signed:**

**Date:**