

Financial Statements - 2021 Farming Questionnaire



Ensure this questionnaire is completed and included with your records.

Neovia Ref: _____

Client Name:			
Balance Date:		Phone:	
Email:		Cellphone:	
Physical Address:			
Postal Address:			

To: Neovia Advisory Limited.

You are hereby authorised to communicate with my/our bankers, solicitors, finance companies and all government agencies to obtain such information as you require in order to carry out the preparation of my/our financial statements and tax returns.

I/We authorise you to act as my/our Agent for Inland Revenue Department matters, and to obtain information from Inland Revenue about all tax types. This includes information through all Inland Revenue media and communication channels.

Signature _____

Date _____

Records Required (For 12 months to Balance Date)	Comments
<p>Where you operate a Computerised Cashbook or Integrated Accounting Software package</p> <p>Please provide:</p> <ul style="list-style-type: none"> • Backup as at end of financial year (please include Password if necessary) by email or USB stick <input type="checkbox"/> • Copy of Bank Reconciliation as at balance date for all bank accounts. <input type="checkbox"/> • Final Bank Statement for year for all bank accounts. <input type="checkbox"/> • If you run Inventory, an Inventory Summary report (at cost) at balance date. <input type="checkbox"/> • Reconciliation Summary for Accounts Payable and Accounts Receivable as at end of the balance date. <input type="checkbox"/> 	<p>Password _____</p> <p>If you use Xero, please arrange to invite us as a user.</p>
<p>Or, where you supply a written Cashbook</p> <p>Please provide and include one-month past balance date:</p> <ul style="list-style-type: none"> • Cashbook, written up, analysed and reconciled to the bank statements monthly. <input type="checkbox"/> • Bank statements including any savings account or term deposits <input type="checkbox"/> • Cheque & Deposit butts showing the nature of each payment/deposit. <input type="checkbox"/> 	
<p>Or, where no Cashbook is supplied:</p>	

Please provide and include one-month past balance date: <ul style="list-style-type: none"> • Bank Statements including any savings account or term deposit. • Cheque & Deposit books showing the nature of each payment/deposit. • Receipt books. Make sure any items not for business sales are clearly marked. • Suppliers invoices filed in cheque number order. 	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
Loan Statements		
Supply a copy of any loan transaction statements for the financial year. Please ensure this shows both interest paid for the financial year and the balance at the end of the financial year.	<input type="checkbox"/>	
Goods & Services Tax (GST) Returns		
Supply copies of GST Returns and work papers.	<input type="checkbox"/>	
Employers - Wages paid to Employees		
Please send a month by month summary of Gross Wages and PAYE deductions as returned to the IRD. OR Send a copy of your Employer Monthly Deduction Schedule (IR345 Green Form).	<input type="checkbox"/> <input type="checkbox"/>	
Fringe Benefit Tax (FBT) Returns		
Supply copies of FBT Returns and work papers.	<input type="checkbox"/>	
Interest & Dividends Received		
Supply copies of certificates/dividend advice notices.	<input type="checkbox"/>	
Stock Company Rebates		
Supply copies of rebate advice (eg. Ravensdown, CRT).	<input type="checkbox"/>	
Cash On Hand		
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).	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
Livestock On Hand - See attached Schedule 3		
Stock must be physically counted and adequate records retained to substantiate the physical count.	<input type="checkbox"/>	Quantity Sheep _____ Quantity Cattle _____

Accounts Receivable (Debtors) - See attached Schedule 1		
<p>All accounts or amounts owing to you at balance date should be scheduled</p> <p>OR</p> <p>Where a computerised Cashbook or Integrated Accounting Software Package is used, please include Debtors Report as at balance date.</p>	<input type="checkbox"/> <input type="checkbox"/>	<p>\$ _____</p> <p>GST Included <input type="checkbox"/></p> <p>Or GST Excluded <input type="checkbox"/></p>
Bad Debts		
<p>Please provide a schedule for Bad Debts Written Off during the Year</p> <p>(Remember Bad debts need to be written off the debtors ledger before balance date to be tax deductible in that year).</p>	<input type="checkbox"/>	<p>\$ _____</p> <p>GST Included <input type="checkbox"/></p> <p>Or GST Excluded <input type="checkbox"/></p>
Accounts Payable (Creditors) - See attached Schedule 2		
<p>All accounts or amounts owing by you at balance date should be scheduled</p> <p>OR</p> <p>Where a computerised Cashbook or Integrated Accounting Software Package is used, please include Creditors Report as at balance date</p>	<input type="checkbox"/> <input type="checkbox"/>	<p>\$ _____</p> <p>GST Included <input type="checkbox"/></p> <p>Or GST Excluded <input type="checkbox"/></p>
Capital Expenditure		
<p>Attach details of assets purchased or sold during the year such as motor vehicle, plant and equipment and properties. Where applicable please provide the following details:</p> <ul style="list-style-type: none"> • Hire purchase or loan agreements <input type="checkbox"/> • Lease agreements <input type="checkbox"/> • All legal statements, agreements and solicitors invoices <input type="checkbox"/> • Trade-in details <input type="checkbox"/> • Lot, stolen or scrapped items <input type="checkbox"/> • Copy of tax invoice <input type="checkbox"/> • Valuations <input type="checkbox"/> 		
Repairs & Maintenance		
<p>Attach details of items over \$500 (GST exclusive)</p>	<input type="checkbox"/>	

Transactions not through the Business

Were all sales banked into your business trading bank account? Yes <input type="checkbox"/> No <input type="checkbox"/>		
If No, list amounts not banked and where they were lodged		\$ _____

Legal Documents

Please attach all solicitors statements and copies of any invoices for transactions not covered under Capital Expenditure.	<input type="checkbox"/>	
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Private Use Adjustments

Portion of expenses paid by the business to be allocated as private:	<input type="checkbox"/>	
<ul style="list-style-type: none"> • Telephone • Power • Insurance • Value of Goods taken for private use 		\$ _____ \$ _____ \$ _____ \$ _____
		Or GST Included <input type="checkbox"/> GST Excluded <input type="checkbox"/>

Expenses paid in cash or from Personal Funds

Please provide a list if applicable	<input type="checkbox"/>	
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Motor Vehicles	Home Office Expenses
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<p>Where you do not pay Fringe Benefit Tax on motor vehicles, please provide the proportion of motor vehicle business use as established in your vehicle logbook(s):</p> <p>Vehicle Description: _____</p> <p>Business _____ km</p> <p>Total _____ km</p> <p>Percentage Business _____ %</p> <p>Vehicle Description: _____</p> <p>Business _____ km</p> <p>Total _____ km</p>	<p>If part of your home is set aside principally for use as an office/workshop/storage area, please provide the following details:</p> <p>Power \$ _____</p> <p>Insurance \$ _____</p> <p>Interest \$ _____</p> <p>Rates \$ _____</p> <p>Total \$ _____</p> <p>Business Area _____ m²</p> <p>Total Area _____ m²</p>
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Percentage Business ____ %

Other Information

Details of anything else we should be aware of in relation to the preparation of your accounts.

**Thank you for completing this questionnaire
Don't forget to sign it on page 1.**

Schedule 3 - Livestock Reconciliation

As at 31 March 2021

SHEEP	
Description	Numbers
Ewe Hoggets	
Ram & Wether Hoggets	
Two Tooth Ewes	
Mixed Age Ewes (3 & 4 yrs)	
Rising 5 Year & Older Ewes	
Mixed Age Wethers	
Breeding Rams	
Totals	
Lambs Bred/Tailed	
Ewes to Ram	
Sheep Killed - For Dogs	
- For Own Use	
Known Deaths - Lambs	
- Other Sheep	

Reconciliation

Opening numbers (as supplied by you last year) _____

Add Purchases during the year _____

Lambs bred/tailed _____

Total _____

Subtotal A (A) _____

Less Total sheep sold during the year _____

Sheep killed _____

Known deaths _____

Closing stock numbers (from above) _____

Total _____

Subtotal B (B) _____

Unaccounted for and missing _____

CATTLE

Please indicate: Beef Cattle Dairy Cattle

Description	Numbers
Rising 1 Year Heifers	
Rising 2 Year Heifers	
Mixed Aged Cows	
Rising 1 Year Steers	
Rising 1 Year Bulls	
Rising 2 Year Steers	
Rising 2 Year Bulls	
Rising 3 Year Steers	
Rising 2 Year Bulls	
Breeding Bulls	
Totals	
Calves Bred	
Cows to Bull	
Cattle Killed - For Dogs	
- For Own Use	
Known Deaths - Calves	
- Other Cattle	

Reconciliation

Opening numbers (as supplied by you last year) _____

Add Purchases during the year _____

 Calves Bred _____

Total _____

Subtotal A (A) _____

Less Total cattle sold during the year _____

 Cattle killed _____

 Known deaths _____

 Closing stock numbers (from above) _____

Total _____

Subtotal B (B) _____

Unaccounted for and missing _____

