

2010

ANNUAL FINANCIAL QUESTIONNAIRE
YEAR ENDED 31 MARCH 2010

[Affix Label Here]

PHONE: _____

FAX: _____

EMAIL: _____

PLEASE SIGN HERE CONFIRMING THAT THE INFORMATION YOU HAVE PROVIDED ON THIS QUESTIONNAIRE IS CORRECT:

SIGNATURE _____

Please make sure that you have provided us with:

- All Bank Statements (Cheque, Savings, Loan & Mortgage accounts) or Loan Balances.
- All Cheque Butts and Deposit Books.
- Where you provide a written cashbook, please provide and include one month past balance date.
- Where you supply a computerised cashbook, please provide a backup memory stick as at the end of the financial year or email the file to us.
- All documentation (invoices etc) relating to receipts and payments.
- Please supply all GST returns and all relevant workings for the twelve months ended 31 March 2010 and for the month of April 2010.
- Please supply copies of Fringe Benefit Tax (FBT) returns and workpapers.
- Employers – Wages paid to Employees
Please send a copy of your Employer Monthly Deduction Schedules (IR 348) OR month by month summary of Gross Wages and PAYE deductions or a copy of your wage book. Please keep a photocopy of your Employer monthly Deduction Schedule before you send it to the IRD.
- Interest and Dividend Certificates
Please supply copies of all Interest and Dividend Certificates.
- Accounts Receivable (Debtors)
Please supply all accounts or amounts owing to you at balance date. Exclude bad debts. To enable bad debts to be excluded from income, these must be written off prior to balance date.
Total as at 31 March 2010 \$ _____.
Note for Dairy Farmers: Include any dairy statements which are receivables in the month following balance date.
- Accounts Payable (Creditors)
Please supply all accounts or amounts owing by you at balance date indicating name of creditor, amount and what the debt is for. Alternatively, mark on cheque butts or highlight in cash book those items in the month following your balance date, which should be included. Holiday pay or bonuses paid within 63 days of your balance date may be included.

Cash on Hand (non Farmers)
Cash on Hand* \$ _____ à Date banked ____/____/____
Petty Cash \$ _____
Till Floats/Cash Floats \$ _____

*(I include cash sales prior to balance date but not banked until after balance date)

Stock on Hand (non Farmers)
Stock - Stock should be physically counted at balance date and adequate records retained to substantiate the dollar value arrived at. \$ _____ GST inclusive GST exclusive

Work in Progress - I include material costs, labour costs and overhead costs.

\$ _____ GST inclusive GST exclusive

Private Use - Value of goods taken for private use at their cost price.
\$ _____ GST inclusive GST exclusive

Cash Income not Banked during year
Please supply details of any proceeds received but not paid into your bank account or stock firm.

Expenses paid in Cash or from Personal Funds
Please provide a list if applicable. _____

Overseas
Please include any overseas interest, dividends, wages received and taxation paid.
Note: New Zealand residents are liable for tax on all world-wide income.

Any Other Income
Attach details
§ Income Replacement Insurance Policy - provide details of premiums and claims.
§ Loss Attributing Qualifying Company - if you have been allocated a share of a loss other than from a company that we are aware of, please provide details.

Shares
Please include details of all shareholding statements
§ Dairy Company
§ Fertiliser, LIC and trading companies
Foreign shares - please provide details of any foreign shares owned and values at 31 March 2010 if available.

Capital Expenditure
Please 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:

§ Hire Purchase or loan agreements	§ Lease agreements
§ All legal statements and agreements	§ Trade-in details
§ Lost, stolen or scrapped items	§ Copy of Tax Invoices

We suggest you review your asset schedule, a copy of which will be made available upon request, and indicate any assets that no longer exist.

Legal and Loan Documents – VERY IMPORTANT
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.

Business Expenses
There are a number of invoices that we specifically require. Please ensure the records you provide us with include all paid accounts for:
 § Insurance premiums (Including income protection insurance)
 § Legal fees
 § ACC payments and arrangements

Motor Vehicles
The proportion of motor vehicle business use as established by your vehicle log book(s) is/are:

Vehicle Description:	Vehicle Description:
_____	_____
Business _____ km	Business _____ km
Total _____ km	Total _____ km
Business _____ %	Business _____ %

Note: A detailed and accurate log book must be completed for a three-month period every three years or vehicle expense claims will be limited to a maximum of 25% of expenses incurred.

Donations, Housekeeping and Childcare Tax Rebates
Have you any rebates to claim? Yes No
If Yes, have you sent the rebate claim form to Inland Revenue? Yes No
Do you want us to complete the rebate claim form? Yes No

Working for Families Tax Credits and Parental Tax Credit
Please supply full names and birth dates of all children. Please note the following:
 § If you had a child born within the current financial year you may be eligible for the Parental Tax Credit. Please include their IRD Number below. If you do not have this you will need to obtain one for them in order to claim any entitlement for them.
 § Where a child has become financially independent during the current financial year, please advise the date they left school or home.

If you have received Working for Families Tax Credits during the year, please supply the certificate issued to you by IRD, detailing the amounts. Also provide details of any child support or maintenance payments made or received. If your child does not have an IRD number, please contact the office and we will explain the process of applying for an IRD number.

Child's Name	IRD No.	Date of Birth	Date Left School

Thank you for completing this questionnaire
Please remember to sign this questionnaire

PLEASE RECORD YOUR STOCK ON HAND AT BALANCE DATE

Notes:

Please include stock leased out or grazing off the property.
Do not include stock leased to you.
Remember your carry-over stock.

Statistical Data:

Cows in Milk at 15 December 2009 _____
Effective Hectares _____
Total Hectares _____

CATTLE	FRIESIAN	JERSEY & OTHERS	BEEF
Cows			
Heifers			
Heifer Calves			
Breeding Bulls			
Bull & Steer Calves			
R 2yr Bulls & Steers			
R 3yr & Older Bulls & Steers			
Estimated Deaths			

SHEEP	
5 & 6 Year Ewes	
3 & 4 Year Ewes	
Two Tooth Ewes	
Ewe Lambs	
Breeding Rams	
MA Wethers	
Ram/Wether Lambs	
Estimated Deaths	
Lambs Docked	

DEER	Red	Wapiti	Other
MA Hinds			
Rising 2 Hinds & Maiden Hinds			
Rising 1 Hinds			
Breeding Stags			
Non breeding Stags			
Rising 1 Stags			
Estimated Deaths			

OTHER (Please Specify)	

LIVESTOCK RECONCILIATION

	No.		No.
OPENING STOCK ON HAND (the figure shown in last years accounts)		CLOSING STOCK ON HAND (the total calculated above)	
PURCHASES:		SALES:	
LIVE CALVES BRED		ESTIMATED DEATHS	
		<<<<<< these figures should agree >>>>>>	