Farmers Financial Statements Questionnaire - 2025

Ensure this questionnaire is completed and included with your records

Client Name	Phone:	
Email		

To: McConnell Stafford-Bush & Associates

Terms of Engagement

I/We hereby instruct you McConnell Stafford-Bush & Associates and staff/contractors as applicable to prepare my/our Financial Statements and Taxation Returns for the year/period ending 2025. I/We undertake to supply all information necessary to carry out such services and will be responsible for the accuracy and completeness of such information. I/We understand that you will rely upon the information provided by me/us. Your services are not intended to, and accordingly will not result in the expression by you of an opinion on the Financial Statements in so far as third parties are concerned, or in the fulfilling of any statutory audit requirements. I/We understand that during preparation of the Financial Statements and Taxation Returns you will not be specifically investigating non-compliance with laws and regulations – however, should anything come to light of this nature during this process, you will bring that to my/our attention.

I/We understand that the Financial Statements and Taxation Returns are prepared for my/our own use and to determine my/our taxation liabilities. If this should change in any material respect, I/we will inform you immediately. You will not accept any responsibility to any person, other than me/us, for the contents of the Financial Statements.

All other terms and conditions of this engagement are the same as those referred to in the original Engagement Letter I/we signed when I/we became a client.

I/We also accept that you have the right to charge interest on overdue accounts at the rate of 2.0% per month, and that all accounts are due for payment by the 20th of the month following invoice date. The charging of such interest will be at your discretion. I/We accept that any collection costs you incur will be fully recoverable from me/us.

Authority is given to obtain information from Inland Revenue, other government agencies and financial institutions about all tax types (except child support), bank and loan accounts in order to complete the above assignments. This includes obtaining information through all Inland Revenue media and communication channels including electronic ones.

If I/We agree I have also instructed you to prepare our GST Returns on a regular basis. I/We accept that it is my/our responsibility to advise you of all relevant transactions on a timely basis as well as obtain valid tax invoices that comply with the GST legislation. (Delete if not applicable)

I/We authorise your organisation to act as our agent for ACC levy purposes for all associated entities. This authorisation allows your organisation to query and change information on my/our ACC levy account(s) through ACC staff, and through MyACC for Business. This authority will also allow your organisation's main representative discretion to delegate access to my/our ACC information to other members of your organisation. Other delegated members of your organisation will also be able to guery and change information on my/our ACC levy account.

You are to represent me/us as my/our tax agent. All income tax returns will be signed by me/us however you are authorised to sign any other taxation return on behalf of myself/ourselves or any of my/our associated entities.

Name	IRD Number	Signature	Date

Director	Date of birth	City / Town of birth	Country of birth	Current residential address
Convenient ti	mo to coll you is:			
	me to call you is:			
	want your accoun	•		
Would you lik	e us to supply a co	opy to your bank?	Yes 🗌 No 🗌] (Tick One)
	nts are to be suppli me of your current	ied to your bank, plea bank manager:	se	
	re of your business provide brief detai	changed in any way ils:	during the past 12	2 months?

Records Required	✓	Comment	
Bank Statements, Cash books, etc			
Where an online accounting system is used (e.g. Banklink / Xero / MYOB), please provide: • Final bank statement for the year for all bank accounts			
Where a non cloud based computerised accounting system is used (e.g. MYOB), please provide the following: General Ledger Detailed, General Ledger Summary, Trial Balance, Profit & Loss, Balance Sheet, GST Reconciliation. Copy of bank reconciliation as at balance date for all bank accounts. Final bank statement for the year for all bank accounts			
Where a Cashbook (computerised / manual) or no system is used, please provide: Cashbook (if one is kept, including one-month past balance date) Copy of bank reconciliation as at balance date for all bank accounts Bank statements for the full year for all bank accounts Note: If no cashbook has been kept, please ensure that bank statements include the details of what each deposit and withdrawal was for.			
Loan Statements	1		
Supply a copy of any loan transaction statements for the financial year up to your balance date, including loans that have been refinanced or repaid during the year.			
Employers – Wages paid to Employees			
Supply a month-by-month summary of gross wages, termination or incentive payments and PAYE deductions as returned to the IRD. (Not required if you use Xero Payroll).			
Covid-19 Wage Subsidy and other Covid-19 support payments			
If you have received the Covid-19 Small Business Loan, have any interest $\ensuremath{\text{p}}$ made?	oaym	ents and / or repayments been	
Date rec://\$			
Date rec:// \$ Date rec:// \$			
Date rec:// \$			

Have any amounts of Covid-19 support payments been repaid back?			
Please provide details of payment and reason for repayment			
Date paid back:/ \$ Reason:			
Edward David (Tour (EDT) Datases			
Fringe Benefit Tax (FBT) Returns		I	
Supply copies of Fringe Benefit Tax (FBT) returns and work papers.			
Goods & Services Tax (GST) Returns	1		
Please supply copies of Goods & Services Tax (GST) returns and work papers if not filed via Xero. (Delete if not applicable)			
Interest and Dividend Certificates	1		
Supply copies of certificates.			
Lease details	1		
Supply copies of lease agreements for non-building assets (e.g. motor vehicles, equipment).			
Foreign Income			
Details of any foreign income received, and any tax deducted from this.			
Accounts Receivable (Debtors) – see attached Schedule 1		<u> </u>	
All accounts or amounts owing to you at balance date should be scheduled.		Total at Balance Date:	
Exclude any bad debts. To enable bad debts to be excluded from income, these must be written off prior to balance date.		\$ GST Included Excluded	
Accounts Payable (Creditors) – see attached Schedule 2		Co. molados Excitados	
All accounts or amounts owing by you at balance date should be scheduled indicating name of creditor, amount and what the debt is for.		Total at Balance Date:	
		ST Included Excluded	
Capital Expenditure		COT INCIDAGE Excitation	
•			
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	$ \Box$		
■ Lease agreements			
All legal statements and agreements			
■ Trade-in details			
Lost, stolen or scrapped items			
Insurance pay out Copy of Tax Invoices	H		
A copy of last year's Asset and Depreciation Schedule is attached for your			
information. We suggest you review the schedule and indicate any assets that no longer exist.			
Woolsheds			
Provide details of woolsheds used in the farming business:			
• Are they being currently used as a woolshed?			
 If no longer being used for shearing sheep, are they being used as a barn (i.e. for storage or for housing livestock)? 			
1	1	1	

Development Expenditure		
Development expenditure includes clearing land, drainage, construction of roads, irrigation, supporting frames for crops, construction of fences (where there are no existing fences), etc. It can also include costs such as fertiliser or regrassing if you are undertaking a major conversion project.		
Please provide full details if you have undertaken any work of this type.		
Other Taxable or Non-Taxable Income		
Did you receive income from any other sources either taxable or non-taxable?		
If Yes, please provide details (e.g. Uber, Airbnb, services through platforms such as Pocket Job, Airtasker etc).		
Legal and Loan Documents		
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.		
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 Legal fees ACC payments and arrangements 		
Farm House Expense Apportionment (including any attached garage	e / s	torage space)
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 %		%
Livestock on Hand – see attached Schedule 3, Client Questionnaire	Live	stock Sheet
A schedule has been enclosed. Please complete and attach.		
If applicable a copy of last year's Livestock Schedule is enclosed for your information.		
	1	I .

Consumables on Hand			
If the value of total unused consumables on hand at balance date exceeds \$58,000, please provide full details. This threshold is for the combined value, not the individual values. Examples include fencing materials, ear tags, dips, drenches, animal health remedies, fertiliser, purchased supplementary feed, petrol, diesel, oil, twine, alkathene pipe etc. Please note, that this does not include home grown hay/silage and only includes purchased feed costs.			
Please estimate the cost (Excluding G	ST) of consumabl	es on hand	\$
Petrol, Diesel & Oil			
Fencing Materials			
Water Piping & other items held for wa	ater system repairs	S	
Dairy Shed Supplies (Cleaning Produc	cts, Teat Spray etc	c)	
Shearing Shed Supplies			
Animal Health Products (e.g. drench,	dip, mastitis treatm	nent products)	
			
Other farm stores			
Fertiliser			
Purchased Stock Feed (at cost):			
Hay			
Silage			
Maize Silage			
Grain			
Palm Kernel			
Other			
Total Cost			
Unsold Produce			
Please provide full details of any produintended for sale. Examples include h			
Category	Quantity		Estimated Value
			(Excl GST)
Wool		kg	
Timber			
Hay		Tonnes dry matter	
Silage		Tonnes dry matter	
Grain		Tonnes	
Honey		kg	
Firewood			
Other Produce, Harvested Crops & Fr	uit		
	<u> </u>		
Total Value			

5 ' ' ' ' '		
Private Use		
	e at their cost price (excluding livestock).	\$
Goods taken for own use	Quantity	GST Included Excluded
Sheep		
Cattle		
Pigs		
Milk		
Other		
Expenses paid in Cash or from	m Personal Funds	
Please provide a list if applicable.		
How many meals have you provide 1/2)	d to contractors? (morning / afternoon tea =	Quantity
Residential Land Withholding	Тах	
Have you sold residential property	n New Zealand where Residential Land d and paid to the IRD? If so, provide details	
Residential Property Sales		
Have you sold any residential proper on the information provided)?	erty during the year (not otherwise detailed	
If yes, when was the property purch	nased?	
If it was sold before 1 July 2024, ar	d purchased within 5 years of the sale date 2024 and purchased within 2 years of the	
 what was the original pure 	hase price	<u>\$</u>
and the sale price?		\$
Mortgage Interest Paid on Re	sidential Properties	
main family home or a 'new build*')	ential properties owned (which is not your? Is the interest also against properties, please provide details of amount of	
	sidence that receives a Code Compliance was added to the land on or after 27 March	
Research and Development		
Have you spent an amount on rese year? If so, provide ledger account	arch and development during the income s and details of expenditure	

Motor Vehicles		
The proportion of motor vehicle business use as establish	ned by your vehicle log book(s) is/are:	
Vehicle Description:		
Business km		
Total km		
Percentage Business %		
Vehicle Description:		
Business km		
Total km		
Percentage Business %		
-	be completed for a three month period every three years or ve xpenses incurred. If you are operating as a Company, please x for:	
Mixed Use Holiday Home		
Does this entity have a property (such as a holiday home income?	or a bach) that is used privately and also to derive	
	Yes 🗌 No 🗌	
If yes, provide details of property:		
Was the property empty for 62 days or more in the incom	• = =	
If yes, please complete the following section so we can d	etermine the amount of allowable deductions.	
Mixed Use Holiday Home - Information Require	<u>d</u>	
The number of days the property was empty during the ir	ncome year	
The number of days the asset was used by family or assot OR where income from any person received was less that * Associated persons include close relatives, or if owned by an experience of the control	an 80% of market rate	П
If there is more than one tenant who used the property th	rough the year, please attach details.	
Name of tenant:		
Relationship to owner (if any):		
Amount of rent they paid: \$	_	
Dates rented (From: To)		
Expenses incurred in respect of the property (the list belorequired):	ow is not exhaustive – details of all expenses will be	
Cost of advertising for tenants	\$	
Cost of repairing damages caused by tenants	\$	
Number of days spent in the property while repairing dam	nages caused by tenants	
Mortgage interest	\$	
Rates	\$	
Insurance	\$	
Repairs/maintenance for general wear and tear	\$	

Mixed Use Boat or Plane		
Does this entity have a boat or plane (with a market value of \$50,000 or greater derive income?	r), that is used privately and also to Yes No	
If Yes, provide details:		
Description:		
Market value: \$		
Was the asset unused for 62 days or more in the income year? If yes, please complete the following section so we can determine the amount of	Yes ☐ No ☐ of allowable deductions.	
Mixed Use Boat or Plane – Information Required		
The number of days the asset was unused during the income year		
The number of days the asset was used by family or associated persons* durin OR where income from any person received was less than 80% of market rate * Associated persons include close relatives, or if owned by an entity, persons associated		
For non-associated persons where payment received is at least 80% of market	value:	
Number of days the asset was used:		
Income received: \$		
Expenses incurred in respect of the property (the list below is not exhaustive – required):	details of all expenses will be	
Cost of advertising for hireage	\$	
Cost of repairing damages caused by hireage	\$	
Operating costs / supplies	\$	
Insurance	\$	
Repairs/maintenance for general wear and tear	\$	
Other (please give details)		
Cryptoassets		
Have you received or traded in cryptoassets during the income year? If so, please provide the following information:		
The type of cryptoasset		
 For each transaction provide the date, type of transaction i.e. received or disposed of, number of units, value in NZD 		
Total units of each cryptoasset held at the beginning and end of the year		
Exchange records and bank statements		
Wallet addresses		

Thank you for completing this questionnaire - don't forget to sign it

Schedule 1 – Accounts Receivable (Debtors) Amounts owing to you at [Balance Date]

Client Name			
Name of Debtor	Description of Sale	Code	Total Incl GST
Totals			1

Schedule 2 – Accounts Payable (Creditors) Amounts owing by you at [Balance Date]

Client Name			
Name of Creditor	Description of Goods	Code	Total Incl GST
Totals			