

2026 Farming Questionnaire

Ensure this questionnaire is completed and included with your records

Client Name		Phone	
Balance Date		Email	

To: Abacus Chartered Accountants Ltd

Terms of Engagement

I/We hereby instruct Abacus Chartered Accountants Ltd and staff/contractors as applicable to prepare my/our Financial Statements and Taxation Returns for the 2026 year. 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 1.5% per month, and that all accounts are due for payment within 14 days 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 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.

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 query 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.

Signature _____

Date _____

Would you like us to supply a copy to your bank?	Yes ☐ No ☐ (Tick One)
If so, what is your current bank manager's email?	
Has the nature of your business changed in any way during the past 12 months? If yes, please provide brief details:	

Records Required	✓	Comment
Bank Statements, Cashbooks, etc		
Where an online accounting system is used (e.g. Xero / MYOB): Final bank statement for the year for all bank accounts showing the balance at the financial year end.	☐	
Where a non-cloud based computerised accounting system is used: - 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 - Statements from Dairy Company, Kiwifruit or Horticulture agents, Farmlands, Stock and Station Agents	☐	
Where a Cashbook (computerised / manual) or no system is used: - 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, including the statement showing the balance at the financial year end. - Statements from Dairy Company, Kiwifruit or Horticulture agents, Farmlands, Stock and Station Agents, including one month past balance date - If no cashbook has been kept, please ensure that bank statements include the details of what each deposit and withdrawal was for.	☐	
Loan Statements		
Supply a copy of any loan transaction statements for the financial year up to your balance date, including any loans repaid during the year.	☐	
Employer – Wages paid to Employees		
Please send a month-by-month summary of gross wages and PAYE deductions as returned to the IRD.	☐	
Fringe Benefit Tax (FBT) Returns		
Supply copies of Fringe Benefit Tax (FBT) returns and workings.	☐	
Goods & Services Tax (GST) Returns		
Please supply your copies of Goods & Services Tax (GST) returns and workings.	☐	
Interest and Dividend Certificates		
Supply copies of annual interest certificates and all dividend advices.	☐	
Accounts Receivable (Debtors) – see attached Schedule 1		
All accounts or amounts owing to you at balance date should be scheduled. Exclude bad debts. To enable bad debts to be excluded from income, these must be written off prior to balance date. Include any dairy statements, which are receivables in the month following balance date.	☐	Total at Balance Date: \$ _____ GST Included ☐ Excluded ☐
Accounts Payable (Creditors) – see attached Schedule 2		
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: \$ _____ GST Included ☐ Excluded ☐
Cash Income Not Banked During Year		
Proceeds received but not paid into your bank account or stock firm.	☐	_____ \$ _____ _____ \$ _____
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)?	☐	

Records Required	✓	Comment												
Capital Expenditure														
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 Let us know if you would like a copy of last year's Asset and Depreciation Schedule to review. We suggest you review the schedule and cross out any assets that no longer exist.	☐													
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.	☐													
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 / storage 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 – Schedule 3 Livestock Sheets														
Complete schedule 3 livestock sheets as necessary. Let us know if you would like a copy of last year's Livestock Schedule to review.	☐													
Private Use														
Value of goods taken for private use at their cost price. <table border="0"> <thead> <tr> <th>Goods taken for own use</th> <th>Quantity</th> </tr> </thead> <tbody> <tr> <td>Sheep</td> <td>_____</td> </tr> <tr> <td>Cattle</td> <td>_____</td> </tr> <tr> <td>Pigs</td> <td>_____</td> </tr> <tr> <td>Milk</td> <td>_____</td> </tr> <tr> <td>Other _____</td> <td>_____</td> </tr> </tbody> </table>	Goods taken for own use	Quantity	Sheep	_____	Cattle	_____	Pigs	_____	Milk	_____	Other _____	_____		GST Included ☐ \$ _____ \$ _____ \$ _____ \$ _____ \$ _____
Goods taken for own use	Quantity													
Sheep	_____													
Cattle	_____													
Pigs	_____													
Milk	_____													
Other _____	_____													
Please provide a list if applicable. How many meals have you provided to contractors? (morning / afternoon tea = 1/2).	☐ ☐	Quantity _____												

Motor Vehicles

The proportion of motor vehicle business use as established by your vehicle logbook(s) is/are:

Vehicle Description	_____	Vehicle Description	_____
Business	_____ km	Business	_____ km
Total	_____ km	Total	_____ km
Percentage Business	_____ %	Percentage Business	_____ %

- Please note that 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.
- If you are operating as a Company, please indicate which vehicles you are currently paying Fringe Benefit tax for:

Mixed Use Holiday Home

Does this entity have a property (such as a holiday home or a bach) that is used privately and also to derive income?

☐

Details of property:

Was the property empty for 62 days in the income year? If yes, please complete the following section so we can determine the amount of allowable deductions.

☐

Mixed Use Holiday Home – Information Required

The number of days the property was empty during the income year _____

The number of days the property was used by family or associated persons* during the income year _____

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 with the entity owning the property

If there is more than one tenant who used the property through 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 below is not exhaustive – details of all expenses will be required):

Cost of advertising for tenants \$ _____

Cost of repairing damages caused by tenants \$ _____

Number of days spent in the property while repairing damages caused by tenants _____

Mortgage interest \$ _____

Rates \$ _____

Insurance \$ _____

Repairs/maintenance for general wear and tear \$ _____

Other (please give details)

Records Required	✓	Comment
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	☐	

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

Schedule 1 – Accounts Receivable (Debtors)

Amounts owing to you at balance date

Name of Debtor	Description of Sale	Code	Total Incl GST
Totals			

Schedule 2 – Accounts Payable (Creditors)

Amounts owing by you at balance date

[illegible]

Totals	
---------------	--

Schedule 3

Livestock – Numbers Reconciliation

Ensure this is completed and included with your records

Cattle	
Opening Stock Numbers	
Add:	Purchased during year
	Calves Bred
	Sub Total (A)
Deduct:	Total Cattle sold
	Closing Stock Numbers
	Cattle for Homekill
	Known Deaths
	Sub Total (B)
Unaccounted for and Missing (A-B)	

Sheep	
Opening Stock Numbers	
Add:	Purchased during year
	Lambs Bred/Docked
	Sub Total (A)
Deduct:	Total Sheep Sold
	Closing Stock Numbers
	Sheep for Homekill
	Known Deaths
	Sub Total (B)
Unaccounted for and Missing (A-B)	

Deer	
Opening Stock Numbers	
Add:	Purchased during year
	Fawns Bred
	Sub Total (A)
Deduct:	Total Deer Sold
	Closing Stock Numbers
	Deer for Homekill
	Known Deaths
	Sub Total (B)
Unaccounted for and Missing (A-B)	

Schedule 3

Livestock – Cattle Tallies

Ensure this is completed and included with your records

- Include stock that you **own**, regardless of where the stock is located.
- Do not include stock owned by other people but grazing on your land.

Description					Number of cattle as at balance date
Beef Breeds and Beef Crosses					
Rising one year heifers					
Rising two year heifers					
Mixed age cows					
Breeding Bulls					
Rising one year	Steers:		Bulls:		
Rising two year	Steers:		Bulls:		
Rising three year	Steers:		Bulls:		
Friesian, Jersey and Other Dairy Breeds					
Rising one year heifers					
Rising two year heifers					
Mixed age cows					
Breeding Bulls					
Rising one year	Steers:		Bulls:		
Rising two year	Steers:		Bulls:		
Rising three year	Steers:		Bulls:		
TOTAL					
Deaths and Losses					
Natural Increase					
Taken for homekill (number and value)		Value	\$		

Schedule 3

Livestock – Sheep Tallies

Ensure this is completed and included with your records

- Include stock that you **own**, regardless of where the stock is located.
- Do not include stock owned by other people but grazing on your land.

Description	Number of sheep as at balance date
Sheep	
Ewe hoggets	
Two tooth ewes	
Mixed age ewes (Rising 3 year and 4 year)	
Rising five year and older ewes	
Mixed age wethers	
Breeding rams	
Ram hoggets	
Wether hoggets	
TOTAL	
Sheep bred during the year (Lambs docked last spring)	
Deaths and Losses	
Taken for homekill (number and value) Value \$	

Wool	
Total kg's of wool on hand at Balance Date	
Date the wool was actually sold	
Net Proceeds received	

Schedule 3

Livestock – Deer Tallies

Ensure this is completed and included with your records

- Include stock that you **own**, regardless of where the stock is located.
- Do not include stock owned by other people but grazing on your land.

Description	Number of deer as at balance date
Red Deer, Wapiti, Elk and Related Crossbreeds	
Rising one year hinds	
Rising two year hinds	
Mixed age hinds	
Rising one year stags	
Rising two year and older stags	
Breeding Stags	
TOTAL	
Fawns bred during the year	
Deaths and Losses	
Taken for homekill (number and value)	Value \$

Schedule 3

Livestock – Pig Tallies

Ensure this is completed and included with your records

- Include stock that you **own**, regardless of where the stock is located.
- Do not include stock owned by other people but grazing on your land.

Description	Number of Pigs as at balance date
Pigs	
Weaners under 10 weeks	
Growing pigs 10-17 weeks	
Growing pigs over 17 weeks	
Breeding sows under 1 year	
Breeding sows over 1 year	
Breeding Boars	
TOTAL	
Piglets bred during the year	
Deaths and Losses	
Taken for homekill (number and value) Value \$	

Livestock – Goat Tallies

- Include stock that you **own**, regardless of where the stock is located.
- Do not include stock owned by other people but grazing on your land.

Description	Number of goats as at balance date
Breed:	
Rising one year does	
Mixed age does	
Rising one year bucks (non breeding)/wethers	
Bucks (non-breeding)/wethers over one year	
Breeding bucks	
TOTAL	
Goats bred during the year	
Deaths and Losses	
Taken for homekill (number and value) Value \$	