# ANNUAL QUESTIONNAIRE
# FARMING 2026

WAIMATE ACCOUNTANTS
· LIMITED ·

Client ______________________________

Balance Date ____/____/____

Telephone _______________________________ Mobile _______________________________

Email _________________________________________________

Physical Address_____________________________________________________________________________
(Include RAPID Number and postcode)

_____________________________________________________________________________________________

**Engagement of Professional Services**

Waimate Accountants Limited agrees to provide the following professional services:

- Preparation of financial reports and tax returns based on information provided to us in accordance with SES-2. Our procedures do not include verification of financial information. No audit or review engagement is undertaken.
- We will report on any matters that come to our attention in the process of undertaking your work.
- We will provide any other services as are agreed upon between us from time to time.

You agree and confirm:

- You will supply all information necessary to carry out such services and will be responsible for the accuracy and completeness of such information.
- We may obtain any further information necessary for the completion of your engagement from any third party you had dealings with during the year for the named above or other entities that you have interests in that effect the financial reports. This will normally be financial institutions and legal firms.
- To authorise Waimate Accountants Limited to link to all tax types (except child support) at the Inland Revenue Department and to obtain information through all media and communication channels necessary to fulfil the agency responsibilities as your accountant and tax agent. We will not be liable for any penalties imposed by IRD as a result of incomplete records supplied to us.
- To authorise Waimate Accountants Limited to access and change information through MyACC and directly with ACC staff.
- If the company is unable to pay our fees for whatever reason, then the directors/shareholders agree to personally guarantee payment of our fees
- Full terms and conditions of our engagement are available on our website.

**Price and Payment**

Our fees are based on hours worked charged at rates appropriate to the work performed and the levels of expertise required, plus out of pocket expenses. If requested by you we will advise you of our estimated fee for the work to be undertaken. If our costs seem likely to exceed this figure, we will discuss the matter within a reasonable timeframe.

Our fees are payable by the 20th of the month following the invoice date. In the event that it is necessary to take legal action to recover overdue accounts, all collection costs incurred by us will be incurred by you.

**Signature:** ___________________________________________________

**Full Name:** _________________________________________________

**Date Completed:** _____/_____/_________


WAIMATE ACCOUNTANTS LIMITED
PHONE: 03 689 8551
WEB: www.waimateaccountants.co.nz
EMAIL: admin@waimateaccountants.co.nz
P O Box 64, Waimate 7960

**GENERAL**

I wish to discuss my financial accounts, my business affairs and my tax returns, before they are finalised: **YES / NO**

**REFUNDS**

If my return results in a refund due, I would like the refund (tick one):

- Refunded to me in full to the following bank account: _______

| | | | | | | | | | | | | | | | | | | |
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| | | | | | | | | | | | | | | | | | | |

Bank Branch Account Number Suffix

- Used to offset any Provisional Tax Liability _______
- Applied towards my Accountancy Fees _______

**ANNUAL FINANCIAL STATEMENTS FOR THE BANK –** if you require a copy of your annual accounts sent to your bank, please complete the following:

Bank ________________________________________

Name of Bank Manager__________________________________________________________

Email Address of Bank Manager __________________________________________________

Do you require any electronic copies of your Annual Report? **YES / NO**

**ACCOUNTS RECEIVABLE / DEBTORS**

Detail of any income earned prior to balance date which was received after balance date.

| Name of Debtor | Description of sale | Total Incl GST $ |
|---|---|---|
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| TOTALS | | $ |

**ACCOUNTS PAYABLE / CREDITORS**

Details of any expenses incurred before balance date which were paid after balance date.

**If you use a computerised cashbook, the transactions for the month following balance date will generally give this information. You can identify these by highlighting the relevant transactions on your bank statements or in your cashbook when they are paid.**

| Name of Creditor | Description of Goods | Total Incl GST $ |
|---|---|---|
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| | | |
| TOTALS | | $ |

## PRODUCE ON HAND

Please supply a detailed list of saleable Wool/Crop/Produce on hand at balance date, including details of weight and estimated unit value.

______________________________________________

______________________________________________

______________________________________________

## CONSUMABLES ON HAND -

Defined as being an item in production process. i.e.
- the purchase by a farmer of feed for consumption by livestock. This excludes feed costs made on land you own or lease.
- fertiliser purchased but not applied by year end.

| Please provide details | Value ($) GST Excl. |
|---|---|
| ______________________ | ____________ |
| ______________________ | ____________ |
| ______________________ | ____________ |

Note: if total is less than $58,000, it is not required to be included.

## INVESTMENTS

Please supply rebate/dividend advice notices which may have increased your shareholding, and copies of any statements from these companies confirming shares held.

*Please tick which are enclosed*

| | | | | | |
|---|---|---|---|---|---|
| Ravensdown | ☐ | Silver Fern Farms | ☐ | Farmlands | ☐ |
| Fonterra | ☐ | Livestock Improvement | ☐ | Ballance | ☐ |
| ATS | ☐ | Alliance | ☐ | Other | ☐ |

## PRODUCE USED

Please supply an estimate of the value of produce consumed by yourself and your family during the year.

| Type of Produce | Value ($) |
|---|---|
| ______________________ | ____________ |
| ______________________ | ____________ |

## RATIONS SUPPLIED TO EMPLOYEES

Do your records show the payment for stores or rations purchased for employees? **YES / NO**

If **NO**, please supply an estimate of the number of meals: include full time staff, casual staff, farm visitors, agents etc…

| | | *Number supplied* | |
|---|---|---|---|
| Morning Tea/Afternoon Tea | YES / NO | ☐ | @ $5.00 each |
| Lunches | YES / NO | ☐ | @ $10.00 each |

**MIXED USE ASSETS**

Do you have any mixed use assets, used for both business and private purposes? YES/NO

**FARM DWELLING**

Is the dwelling on the farm personally occupied by a shareholder in a company or beneficiary in a Trust? YES/NO

Have all the expenses in relation to the farm dwelling been paid for by the business? YES/NO

Have you done any adjustment for the personal portion in your GST? YES /NO

**ARE YOU PROVIDING ANY BENEFITS TO EMPLOYEES?** This includes shareholder employees**.**

For example; accommodation, vehicle, telephone, power, newspaper, low interest loans etc.…

To employees YES/NO

To shareholders YES/NO

If YES, are you filing FBT Returns? YES/NO

**PARTICULARS OF ASSETS SOLD OR SCRAPPED DURING THE YEAR**
(Please refer to your last years fixed asset and depreciation schedule included with your financial statements)

| Asset Description | Date Sold | Total Received (GST Incl) | Tick if Scrapped | Details of Replacement Asset if Traded |
|---|---|---|---|---|
| ______________ | ________ | ________ | ______ | ______________ |
| ______________ | ________ | ________ | ______ | ______________ |
| ______________ | ________ | ________ | ______ | ______________ |

**BUSINESS MOTOR VEHICLE(S)**

| Car/Make | Have you kept a log book? Please Circle | Business % |
|---|---|---|
| ______________ | YES/NO | ______________ |
| ______________ | YES/NO | ______________ |
| ______________ | YES/NO | ______________ |

Is a new log book required? (if over three years since the last completed or new car purchased). YES/NO

Have you used fuel in your private vehicle from the bulk farm supply? YES/NO

If YES please supply the estimated litres used ______________ litres

Please ensure that private vehicle expenses i.e. fuel, tyres, insurance, mechanical are able to be identified.
**Fringe Benefit Tax (FBT)**
Any vehicle owned by a company which is available for private use maybe subject to FBT. If this situation applies to you it is essential that you discuss this with us.

Does your company own a motor vehicle which is available to be used by individual shareholders? YES/NO

If YES, is FBT paid? YES/NO

If FBT is paid has a GST adjustment been done on the value of the Fringe Benefit? YES/NO

**PRIVATE VEHICLE USED IN BUSINESS**

Have you used your private vehicle for business use? YES/NO

What vehicle was used? ______________________________

Please advise the km travelled for business. ______________________________km

Did the business pay for any running costs for the vehicle? YES/NO

**PRIVATE USE -** House Electricity & Tolls

Have you coded your private electricity/tolls separately? YES/NO

Total cost of domestic electricity $ ______________
Total cost of private toll calls $ ______________

Have you made any GST adjustments for these? YES/NO

**BUSINESS EXPENSES FROM PERSONAL FUNDS**

Please list Expenses paid out from personal funds relating to business and/or supply invoices/details, if not already advised.

Paid to: ________________________________________ Amount Paid: ______________

Paid to: ________________________________________ Amount Paid: ______________

Paid to: ________________________________________ Amount Paid: ______________

Paid to: ________________________________________ Amount Paid: ______________

**CASH INCOME NOT BANKED DURING THE YEAR**

Please provide details of cash received but not paid into your bank account, if not already advised.

____________________________________________________________ $______________

**CHANGES IN YOUR BUSINESS FROM THE PREVIOUS YEAR**

Have there been any of the following changes during the year?

Structural changes example, Shareholder, Directors, Trustees etc… YES/NO

______________________________________________________________________________

______________________________________________________________________________

______________________________________________________________________________

Any changes to land use? YES/NO

______________________________________________________________________________

______________________________________________________________________________

______________________________________________________________________________

Was there any gifting made in the previous 12 months in either cash or debt reduction? If so please supply. YES/NO

Have there been any related party transactions during the year? YES/NO
(This includes goods purchased from/sold to directors or shareholders, salaries paid to directors or shareholders and trading between associated companies)

Have there been any significant events since balance date that will affect the next year's accounts? YES/N

**CHARITABLE AND SCHOOL DONATIONS**

If you have made payments to Charitable Organisations and School Donations there may be tax credits available to you.
Have you made any donations during the year ending 31st March? YES/NO

If YES, please supply the receipts so we can file your donation tax credit claim.

**ENTERTAINMENT EXPENSES**

Please attach details of business entertainment expenses – ie. the provision of food, beverages and recreation and any transport/accommodation – incurred during the financial period.

Many of these are only 50% deductible unless special criteria are met.

**CONTINGENT LIABILITIES**

If you trade as a company and there are contingent liabilities such as guarantees, these need to be recorded in the Notes to the Accounts. Please provide details.

**COMPANY ADMINISTRATION (IF YOU TRADE AS A COMPANY)**

We appreciate that in most instances we may have attended to the necessary documentation. However because of the potential income tax implications of not documenting such matters on a timely basis, please answer the following questions, details can be added in the Notes section below:

Have there been any changes in Directors during the year? YES / NO

Have any share transfers taken place during the year? YES / NO

Are any share transfers likely to take place in the coming year? YES / NO
(This could affect a company's Qualifying Company status.)

Have there been any related party transactions during the year? YES / NO
(This includes goods purchased from/sold to directors or shareholders, salaries paid to directors or shareholders and trading between associated companies)

Have related party transactions been entered in the Interests Register? YES / NO
(Please provide a copy of the Interests Register if Waimate Accountants Ltd is not the registered office.)

Have there been any distributions to shareholders during the year? YES / NO
(At the time of distribution the Directors must sign a certificate that the company is solvent.)

**NOTES:**

**Thank you for completing this questionnaire.**