

ANNUAL QUESTIONNAIRE
FARMING 2026



Client

Balance Date/...../2026

Telephone Number Cell phone Number

Email

Physical Address.....

Engagement of Professional Services

Campbell & Co Chartered 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.
- Full terms and conditions are available on our website

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 affect the financial reports. This will normally be financial institutions and legal firms.
- To authorise Campbell & Co Chartered 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 our 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 Campbell & Co Chartered Accountants Limited to access and change information through MyACC and directly with ACC staff.
- To authorise Campbell & Co Chartered Accountants Limited to transfer available tax payments/credits to offset related party tax liabilities.

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 time frame.

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

Signature: _____

Full Name: _____

Date Completed: ____/____/____

CAMPBELL & CO CHARTERED ACCOUNTANTS LIMITED
PHONE: 03 974 9211
WEB: www.campbellca.co.nz
EMAIL: admin@campbellca.co.nz
P O Box 257, Kaiapoi 7644

Annual Report to your Bank – if you require a copy of your annual report 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

CHECKLIST OF RECORDS TO BE SUPPLIED TO COMPLETE THE FINANCIAL STATEMENTS:	Tick if applicable
<p>CASH BOOK/ELECTRONIC ACCOUNTING SYSTEM Please supply a back-up of your electronic cashbook if you use one. You can e-mail a back-up to admin@campbellca.co.nz or the staff member who works on your accounts if you prefer.</p>	
<p>BANK STATEMENTS</p> <ul style="list-style-type: none"> • For all accounts operated by the business. Statements should cover the full period plus one month after balance date. Please obtain any missing statements from your bank. • All cheque books and deposit books. • You can note income or withdrawal details on the bank statements, including automatic payments, if this is preferred. 	
<p>GST RETURNS Please supply your copies of all GST returns and workings for the year.</p>	
<p>FBT RETURNS Please supply your copies of all FBT returns and workings for the year.</p>	

ACCOUNTS RECEIVABLE / DEBTORS
Detail of any income earned prior to balance date which was received after balance date.

Name of Debtor	Description of sale	Net Amount	GST	Total Incl GST
		\$	\$	\$
		\$	\$	\$
		\$	\$	\$
		\$	\$	\$
		\$	\$	\$
		\$	\$	\$
		\$	\$	\$
		\$	\$	\$
		\$	\$	\$
		\$	\$	\$
		\$	\$	\$
		\$	\$	\$
TOTALS		\$	\$	\$

LIVESTOCK ON HAND:

Please use the separate detailed livestock checklist

PRODUCE ON HAND

Please supply a detailed list of the **cost value of Wool/Crop/Produce** on hand at balance date (**produce available for sale only**).

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.....

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.

Value GST Excl.

Please provide details:	\$.....
	\$.....
	\$.....

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 is 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

Does your provided information show the payment for stores or rations purchased? YES/NO

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

	YES/NO	Number supplied
Morning Tea/Afternoon Tea	YES/NO	<input type="checkbox"/>
Lunches	YES/NO	<input type="checkbox"/>

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 ANY CAPITAL IMPROVEMENTS OR NEW ASSETS PURCHASED

The threshold for capitalising an asset (adding to the asset schedule and depreciating, rather than claiming in full) has been set permanently at \$1,000 excl. GST from 17/3/2021. From 22 May 2025, any brand new or assets new to the country may be applicable for an immediate 20% depreciation claim

Asset Description	New/Used	Total Cost (GST incl)	Date Purchased	Trade in
...../...../.....
...../...../.....
...../...../.....
...../...../.....

(Please supply Hire Purchase Agreements if applicable).

BUSINESS MOTOR VEHICLE(S)

Car/Make	Have you kept a log book? <small>Please Circle</small>	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 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

Please advise the total km travelled by the vehicle during the year **(business & personal)**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 calls \$.....

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

MIXED USE ASSETS

Do you have any mixed use assets, used for both business and private purposes?
i.e. Bach, boat, helicopter

YES/NO

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.

BUSINESS EXPENSES FROM PERSONAL FUNDS

Please list Expenses paid from personal funds relating to business and/or supply invoices/details.

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CASH INCOME NOT BANKED DURING THE YEAR

Please provide details of cash received but not paid into your bank account.

_____ \$ _____

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?
(This includes goods purchased from/sold to directors or shareholders, salaries paid to directors or shareholders and trading between associated companies)

YES/NO

Has there been any significant events since balance date that will affect the next year's accounts?

YES/NO

CHARITABLE AND SCHOOL DONATIONS

If you have made payments to Charitable Organisations and School Donations there maybe tax credits available to you?

YES/NO

If YES, please supply the receipts so we can file your donation rebate claim

