

# Financial Statements – 2011

## Farming Questionnaire

Taurus ref:

Ensure this questionnaire is completed and included with your records

<b>Client Name:</b>		<b>Phone:</b>	
<b>Balance Date:</b>		<b>Fax:</b>	
<b>Email:</b>		<b>Cellphone:</b>	
<b>Physical Address:</b>			
<b>Postal Address:</b>			

To: Taurus Group Ltd

You are hereby authorised to communicate with my/our bankers, solicitors, finance companies and all government agencies to obtain such information as you require in order to carry out the preparation of my/our financial statements and tax returns.

I/We authorise you to act as my/our Agent for Inland Revenue Department matters, and to have access to all tax types and all tax information pertinent to the completion of my financial statements and tax returns.

Signature \_\_\_\_\_

Date \_\_\_\_\_

<b>Records Required</b> <b>For 12 months to Balance Date</b>	<b>P</b>	<b>Comment</b>
<b>Bank Statements, Cheque Butts, Cash Manager, etc</b>		
Where <b>no Cashbook</b> is supplied; Please provide and <b>include one month past</b> balance date: <ul style="list-style-type: none"> <li>• Bank Statements including any savings account or term deposit.</li> <li>• Cheque &amp; Deposit butts showing the nature of each payment/deposit.</li> <li>• Receipt books. Make sure any items not for business sales are clearly marked.</li> <li>• Suppliers invoices filed in cheque number order.</li> </ul>	<input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/>	
Where you supply a <b>written Cashbook</b> ; Please provide and <b>include one month past</b> balance date: <ul style="list-style-type: none"> <li>• Cashbook, written up, analysed and reconciled to the bank statements monthly.</li> <li>• Bank statements including any savings account or term deposits</li> <li>• Cheque &amp; Deposit butts showing the nature of each payment/deposit.</li> </ul>	<input type="radio"/> <input type="radio"/> <input type="radio"/>	

<p><b>Where you operate a Computerised Cashbook or Integrated Accounting Software package</b></p> <p>Please provide:</p> <ul style="list-style-type: none"> <li>• Backup disk as at end of financial year (please include Password if necessary)</li> <li>• Copy of Bank Reconciliation as at balance date for all bank accounts.</li> <li>• Final Bank Statement for year for all bank accounts.</li> <li>• If you run Inventory, an Inventory Summary report (at cost) at balance date.</li> <li>• Reconciliation Summary for Accounts Payable and Accounts Receivable as at end of the balance date.</li> </ul>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Password = _____
<b>Loan Statements</b>		
Supply a copy of any loan transaction statements for the financial year. Please ensure this shows both interest paid for the financial year and the balance at the end of the financial year.	<input type="checkbox"/>	
<b>Goods &amp; Services Tax (GST) Returns</b>		
Supply copies of GST Returns and work papers.	<input type="checkbox"/>	
<b>Employers - Wages paid to Employees</b>		
Please send a month by month summary of Gross Wages and PAYE deductions as returned to the IRD. <u>OR</u> Send a copy of your Employer Monthly Deduction Schedule (IR345 Green Form)	<input type="checkbox"/> <input type="checkbox"/>	
<b>Fringe Benefit Tax (FBT) Returns</b>		
Supply copies of FBT Returns and work papers.	<input type="checkbox"/>	
<b>Interest &amp; Dividends</b>		
Supply copies of certificates.	<input type="checkbox"/>	
<b>Stock Company Rebates</b>		
Supply copies of rebate advice. (eg Ravensdown, CRT)	<input type="checkbox"/>	
<b>Cash On Hand</b>		
Cash on Hand*      \$ _____ Date Banked ___/___/___  Petty Cash            \$ _____  Till Floats/Cash Floats\$ _____  <ul style="list-style-type: none"> <li>• (Include cash sales prior to balance date but not banked until after balance date)</li> </ul>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	

<b>Livestock on Hand – See attached Schedule 3</b>		
Stock must be physically counted and adequate records retained to substantiate the physical count.	0	Quantity Sheep _____  Quantity Cattle _____
<b>Accounts Receivable (Debtors) – See attached Schedule 1</b>		
All accounts or amounts owing to you at balance date should be scheduled <b>OR</b> Where a computerised Cashbook or Integrated Accounting Software Package is used, please include Debtors Report as at balance date	0	\$ _____  GST Included <input type="checkbox"/> Or GST Excluded <input type="checkbox"/>
<b>Bad Debts</b>		
Please provide a schedule for Bad Debts Written Off during the Year	0	\$ _____  GST Included <input type="checkbox"/> Or GST Excluded <input type="checkbox"/>
<b>Accounts Payable (Creditors) – See attached Schedule 2</b>		
All accounts or amounts owing by you at balance date should be scheduled <b>OR</b> Where a computerised Cashbook or Integrated Accounting Software Package is used, please include Creditors Report as at balance date	0	\$ _____  GST Included <input type="checkbox"/> Or GST Excluded <input type="checkbox"/>
<b>Capital Expenditure</b>		
Attach details of <b>assets purchased or sold</b> during the year such as motor vehicle, plant and equipment and properties. Where applicable please provide the following details; <ul style="list-style-type: none"> <li>• Hire Purchase or loan agreements</li> <li>• Lease agreements</li> <li>• All legal statements, agreements and solicitors invoices</li> <li>• Trade-in details</li> <li>• Lost, stolen or scrapped items</li> <li>• Copy of Tax Invoice</li> <li>• Valuations</li> </ul>	0 0 0 0 0 0 0	
<b>Repairs &amp; Maintenance</b>		
Attach details of items over \$500 (GST Inclusive)	0	

## Transactions Not Through the Business

Were all sales banked into your business trading bank account?

Yes  No

If No, list amounts not banked and where they were lodged

\$ \_\_\_\_\_

## Legal Documents

Please attach all solicitors statements and copies of any invoices for transactions not covered under Capital Expenditure.

## Private Use Adjustments

Portion of expenses paid by the business to be allocated as private;

- Telephone
- Power
- Insurance
- Value of Goods taken for private use

\$ \_\_\_\_\_

\$ \_\_\_\_\_

\$ \_\_\_\_\_

\$ \_\_\_\_\_

GST Included

Or GST Excluded

## Expenses paid in cash or from Personal Funds

Please provide a list if applicable

## Motor Vehicles

Where you do not pay Fringe Benefit Tax on motor vehicles, please provide the proportion of motor vehicle business use as established in your vehicle log book(s):

**Vehicle Description:** \_\_\_\_\_

Business \_\_\_\_\_ km

Total \_\_\_\_\_ km

Percentage Business \_\_\_\_\_ %

**Vehicle Description:** \_\_\_\_\_

Business \_\_\_\_\_ km

Total \_\_\_\_\_ km

Percentage Business \_\_\_\_\_ %

## Home Office Expenses

**Only complete this section if you are in part time farming (ie less than 20 hours per week)**

If part of your home is set aside principally for use as an office/workshop/storage area, please provide the following details:

Power \$ \_\_\_\_\_

Insurance \$ \_\_\_\_\_

Interest \$ \_\_\_\_\_

Rates \$ \_\_\_\_\_

**Total** \$ \_\_\_\_\_

Business Area \_\_\_\_\_ m

Total Area \_\_\_\_\_ m

**Other Information**

Details of anything else we should be aware of in relation to the preparation of your accounts.

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**Thank you for completing this questionnaire  
Don't forget to sign it on page 1**





# Schedule 3 – Livestock Reconciliation

## As at ..... 2011

### Sheep

Description	Numbers
Ewe Hoggets	
Ram & Wether Hoggets	
Two Tooth Ewes	
Mixed Age Ewes (3 & 4 yrs)	
Rising 5 Year & Older Ewes	
Mixed Age Wethers	
Breeding Rams	
<b>Totals</b>	
Lambs Bred/Tailed	
Ewes to Ram	
Sheep Killed - For Dogs	
- For Own Use	
Known Deaths - Lambs	
- Other Sheep	

### Reconciliation

Opening Numbers (as supplied by you last year)

\_\_\_\_\_

Add Purchases during the year \_\_\_\_\_  
 Lambs Bred/Tailed \_\_\_\_\_  
 TOTAL \_\_\_\_\_

Subtotal A (A) \_\_\_\_\_

Less Total Sheep Sold during the year \_\_\_\_\_  
 Sheep Killed \_\_\_\_\_  
 Known Deaths \_\_\_\_\_  
 Closing Stock Numbers (from above) \_\_\_\_\_  
 TOTAL \_\_\_\_\_

Subtotal B (B) \_\_\_\_\_

Unaccounted for & missing \_\_\_\_\_

# Cattle

Please indicate:

Beef Cattle

Dairy Cattle

Description	Numbers
Rising 1 Year Heifers	
Rising 2 Year Heifers	
Mixed Aged Cows	
Rising 1 Year Steers	
Rising 1 Year Bulls	
Rising 2Year Steers	
Rising 2 Year Bulls	
Rising 3 Year Steers	
Rising 3 Year Bulls	
Breeding Bulls	
<b>Totals</b>	
Calves Bred	
Cows to Bull	
Cattle Killed - For Dogs	
- For Own Use	
Known Deaths - Calves	
- Other Cattle	

## **Reconciliation**

Opening Numbers (as supplied by you last year)

\_\_\_\_\_

Add Purchases during the year \_\_\_\_\_  
 Calves Bred \_\_\_\_\_  
 TOTAL \_\_\_\_\_

Subtotal A (A) \_\_\_\_\_

Less Total Cattle Sold during the year \_\_\_\_\_  
 Cattle Killed \_\_\_\_\_  
 Known Deaths \_\_\_\_\_  
 Closing Stock Numbers (from above) \_\_\_\_\_  
 TOTAL \_\_\_\_\_

Subtotal B (B) \_\_\_\_\_

Unaccounted for & missing \_\_\_\_\_