

## 2018 FARMING QUESTIONNAIRE

**NAME:**

**Balance Date:**

**Please update your contact details below if there have been any changes:**

**Phone:**

**Fax:**

**Mobile:**

**E-mail:**

**Postal address:**

Please take the time to work through this questionnaire thoroughly and action each point that is applicable to you. This will greatly assist us in the efficient preparation of your annual report and tax return.



### Terms of Engagement

This engagement is subject to Mackay Bailey Limited's current Terms of Engagement which are available on our website: [www.mackaybailey.co.nz/engagement](http://www.mackaybailey.co.nz/engagement)

By signing this page you accept responsibility for all information provided to us and agree to our Terms of Engagement.

### Authority to Act and Obtain Information

We may use this authority to obtain additional information should we require it to complete this engagement.

I authorise Mackay Bailey to obtain any financial records necessary to complete my annual report and tax returns for the 2018 year. This may include, but is not limited to, bank statements, co-operative statements, insurance invoices as well as dividend and interest certificates.

I authorise Mackay Bailey to be my Inland Revenue Tax Agent for all tax types and communicate with Inland Revenue on my behalf, including communicating via electronic methods.

I authorise Mackay Bailey to communicate with financiers, banks, solicitors and other advisors as they deem appropriate to obtain information necessary to carry out this engagement.

**Signature:** \_\_\_\_\_

**Full Name:** \_\_\_\_\_

**Date:** \_\_\_\_\_

### GENERAL

Is there a specific date that you require your accounts completed by? \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

Would you like a draft copy of the annual report before it is finalised? Yes / No

Would you like us to supply a copy of your annual report to the bank? Yes / No

Who is your rural manager? \_\_\_\_\_



CHECKLIST OF RECORDS TO BE SUPPLIED TO COMPLETE THE ANNUAL REPORT:	Tick
<p><b>Cash Book/Accounting System</b></p> <p>If you use an electronic cashbook (and it's not an online version), please supply a back-up. Please also advise the password if applicable. You can e-mail a back-up to <b>backups@mackaybailey.co.nz</b> if you prefer.</p>	
<p><b>Bank Statements</b></p> <p><b>Full</b> 12 months' statements (for <b>ALL</b> accounts) plus one month after balance date  <b>All</b> cheque butts (check your butts cover full period) , <b>All</b> deposit butts (check your butts cover full period)</p>	
<p><b>Stock &amp; Station Firms – Farmlands / ATS / RD1 / PGG Wrightson etc</b></p> <p><b>Full</b> 12 months' statements plus one month after balance date</p>	
<p><b>GST Returns</b></p> <p>Please supply your copies of <b>all GST returns and workings</b> for the year</p>	
<p><b>Sales</b></p> <p>All credit notes for livestock, crop, wool, etc  All Fonterra / Westland / Synlait monthly statements</p> <p>Fonterra suppliers can provide us access to your farm and statements via Farm Source.  Mackay Bailey's 'supplier' number is 338717</p>	
<p><b>Accounts Receivable / Debtors</b></p> <p>Please supply a list of amounts owing to you at balance date. The transactions for the month following balance date will provide most of this information.</p>	
<p><b>Shareholdings</b></p> <p><b>Details</b> of all shareholdings held in co-operative companies such as:</p> <ul style="list-style-type: none"> <li>Ravensdown</li> <li>Ballance</li> <li>Silver Fern Farms</li> <li>ATS</li> <li>Farmlands</li> <li>Alliance</li> <li>Fonterra</li> <li>Livestock Improvement Corporation Ltd</li> <li>Westland Milk Products</li> </ul>	



<p><b>Fonterra Shareholders</b></p> <p>Please provide a copy of the End of Season Movement Statement usually sent in July  Please also supply details of any shares purchased or sold during the year.  Please also advise the amount of Fonterra Co-operative Support loan received</p>	
<p><b>Payments &amp; Invoices</b></p> <p>Supply <b>all</b> invoices paid, including invoices for the month following balance date</p>	
<p><b>Accounts Payable / Creditors</b></p> <p>Please provide a list of amounts or invoices payable at balance date. The transactions for the month following balance date will provide most of information.</p>	
<p><b>Term Loans/Hire Purchase Agreements</b></p> <p>Please supply all loan statements and new hire purchase agreements.</p>	
<p><b>Insurance</b></p> <p>Please supply the premium summary and a copy of any invoices for insurance.</p> <p>If you received any insurance claim proceeds during the year please include copies of the documentation.</p>	
<p><b>Interest Certificates</b></p> <p>These are normally sent by banks in April each year.</p>	
<p><b>Dividend Certificates</b></p> <p>Including details of shares received in lieu of dividends.</p>	
<p><b>Rebate Notices</b></p> <p>Please supply notices of rebates from co-operative companies including Ravensdown, ATS, Farmlands, Silver Fern Farms, Alliance and Ballance.</p>	
<p><b>Rates/Government Valuation</b></p> <p>Please supply a copy of the Rates notice or Government Valuation notice if there has been an updated valuation issued during the year.</p>	



<p><b>Gifting</b></p> <p>Please supply details of any gifting from loans to family members or trusts. Please supply the gift statements.</p>	
<p><b>Major Transactions / Development</b></p> <p>Please supply documentation, settlement statements and invoices relating to any major transactions such as the sale or purchase of land and major irrigation development. This will ensure that we treat this expenditure correctly and maximise the depreciation claim.</p>	

Please make sure that the records you supply are **complete**. If some information has been mislaid, **please obtain copies**.



**NEW ASSETS PURCHASED OR CAPITAL IMPROVEMENTS**

Asset Description	Total Paid	Month Purchased	Details of Any Asset Traded In
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

(Please supply Hire Purchase Agreements if applicable).

**ASSETS SOLD OR SCRAPPED DURING THE YEAR**

(Please refer to your last years fixed asset and depreciation schedule included with your annual report)

Asset Description	Total Received	Month Sold	Tick if Scrapped
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

**ACC LEVIES**

We can use an administration industry classification code for partners who spend less than 5% of their time physically working on the farm which reduces the ACC premium compared to a farming activity code.

**Is one partner actively involved in the partnership but largely only on administration work?** Yes / No

If yes, who \_\_\_\_\_

Do you have agreed value ACC CoverPlus Extra Accident Cover? Yes / No

If yes, approximately what level of cover \$ \_\_\_\_\_ \$ \_\_\_\_\_



**INTEREST PAID TO FAMILY MEMBERS**

Please provide details of interest paid to family members:

Name: \_\_\_\_\_ Amount Paid: \_\_\_\_\_

Name: \_\_\_\_\_ Amount Paid: \_\_\_\_\_

**INTEREST RECONCILIATION STATEMENT**

Please supply the 2018 Interest Reconciliation Statements along with details of the IR4K or IR15P forms on which payments were made if applicable for interest paid on family / related party loans.

**SIGNIFICANT NON-TRADING/NON-RECURRING EXPENDITURE**

Please provide brief details of non-trading/non-recurring expenditure during the year (i.e., development expenditure, house renovations, major vehicle repairs, etc.) so that we can exclude this from normal farm working expenses.

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

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

**CLAIM FOR OTHER EXPENSES**

In the event of deductible expenses being paid in cash or from a personal account, please supply details, as these items can be included as a deductible expense if they are business related, examples maybe newspapers, taxi fares, car parking, etc.

**CASH INCOME NOT BANKED DURING THE YEAR**

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

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

**STORES OR RATIONS SUPPLIED AND ENTERTAINMENT**

Please estimate the cost of meals supplied to permanent employees, casual employees, contractors, stock agents, etc.

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

Is any entertainment expenditure in addition to the stores supplied, able to be identified? If not please advise the amounts.

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

**PRODUCE USED**

Please estimate market value of farm produce consumed by yourself and family during the year.

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

**HOUSE ELECTRICITY**

Actual house electricity used for the year

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

**PRIVATE TOLLS**

Actual private tolls for the year

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

**VEHICLES WITH MIXED BUSINESS / PRIVATE USE**

Inland Revenue require log books to cover a three month period following the purchase of a vehicle to determine business use. Where there is a change of business use of at least 20%, when a new three month period log book needs to be kept.

Please ensure that car expenses (ie fuel, repairs, registration and insurance) are able to be separately identified for each vehicle.

**Vehicle:**

1. \_\_\_\_\_ 2. \_\_\_\_\_

Business use percentage per log book

\_\_\_\_\_ %                      \_\_\_\_\_ %

Business Travel:

\_\_\_\_\_ kms                      \_\_\_\_\_ kms

Total Distance Travelled:

\_\_\_\_\_ kms                      \_\_\_\_\_ kms

Estimate of Fuel taken from bulk farm supply:

\_\_\_\_\_ litres                      \_\_\_\_\_ litres

**FARM INFORMATION**

**Total Area (hectares):**

\_\_\_\_\_

**Effective Area (hectares):**

\_\_\_\_\_





**Estimated Market value of land and Buildings:**

This is used to estimate the percentage return on the market value of assets used by the business.

\_\_\_\_\_

**Number of full time equivalent labour units employed**

This may be used to calculate a stores allowance

\_\_\_\_\_



## **SHEEP & WOOL**

### **Sheep Sales**

Please supply a copy of all credit notes for sales of sheep showing stock numbers sold.

### **Sheep Purchases**

Please supply a copy of all invoices for the purchase of sheep showing the stock numbers purchased.

### **Wool Sales**

All sales credit notes showing kgs sold

### **Wool on Hand at Balance Day**

Quantity (kgs) \_\_\_\_\_

Estimated value \_\_\_\_\_

### **Sheep on Hand at Balance Date**

<b>Class</b>	<b>Number</b>
Lambs	_____
Ewe Hoggets	_____
Wether Hoggets	_____
Ewes 2th	_____
Ewes 3 & 4 (4th & 6th)	_____
Ewes 5 years / older	_____
Wethers (specify age)	_____
Breeding Rams	_____
Deaths & Killed	_____
Ewes Mated (Autumn 2017)	_____
Natural Increase (Spring 2017)	_____
Hoggets Mated (if any) (Autumn 2017)	_____

Are any of the livestock above grazed on contract (eg Lambplan) and therefore not owned by you? Yes / No

If 'Yes' please indicate how many of each class as applicable.



## BEEF & DAIRY CATTLE

### Cattle Sales

Please supply a copy of all credit notes for sales of cattle showing stock numbers sold.

### Cattle Purchases

Please supply a copy of all invoices for the purchase of cattle showing the stock numbers purchased.

### Cattle on Hand at Balance Date

Class	Number
R1 year Heifers	_____
R2 year Heifers	_____
Cows	_____
R1 year Steers/Bulls	_____
R2 year Steers/Bulls	_____
R3 year Steers/Bulls	_____
Breeding Bulls	_____
Deaths & Killed	_____
Cows Mated (Spring 2016)	_____
Natural Increase (Spring 2017)	_____

Are any of the livestock above grazed on contract and therefore not owned by you? Yes / No

If 'Yes' please indicate how many of each class as applicable.

### Dairy Farm Information

Milksolids Produced for the Year	_____
Sharemilker percentage of Milksolids payout/ Contract Milker cost per kg	_____
Average Number of Dairy Cows Milked	_____
Milking Platform Area (hectares)	_____
Run-off Area (hectares)	_____
Cost of feed on hand (silage, PKE, barley)	_____

**The cost of feed on hand and other 'consumable aids' must be added back if the cost of feed on hand at balance date exceeds \$58,000.**

Would you like your financial results included in DairyBase? Yes / No  
DairyBase charge \$150 for this service.



**DEER & OTHER LIVESTOCK**

**Deer Sales & Purchases**

Please supply a copy of all credit notes for sales and invoices for purchase showing stock numbers.

**Velvet Sales**

All sales credit notes showing kgs sold

**Velvet on Hand at Balance Day**

Quantity (kgs) \_\_\_\_\_

Estimated Value \_\_\_\_\_

**Deer on Hand at balance date**

<b>Class</b>	<b>Number</b>
R1 year Hinds	_____
R2 year Hinds	_____
Mixed Age Hinds	_____
R1 year Stags	_____
R2 year Stags	_____
Mixed Age Stags	_____
Breeding Stags	_____
Deaths & Killed	_____
Hinds Mated (Autumn 2017)	_____
Natural Increase (Nov/Dec 2017)	_____

Are any of the livestock above grazing on contract and therefore not owned by you? Yes / No

If 'Yes' please indicate how many of each class as applicable.

**Other Livestock Types (Horses / Goats / Pigs etc)**

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____



**CROPPING**

Please provide details of all crops grown during the year

Total	Total Area Grown (hectares)	Estimated Total Production (tonnes/kgs)	Quantity sold during year (tonnes/kgs)	Estimated Quantity on Hand at Balance Date	Estimated Value per (tonnes/kgs)	Value of Produce on Hand at Balance Date
Wheat	_____	_____	- _____	= _____	x _____	= _____
Barley	_____	_____	- _____	= _____	x _____	= _____
Peas	_____	_____	- _____	= _____	x _____	= _____
Grass Seed	_____	_____	- _____	= _____	x _____	= _____
Clover	_____	_____	- _____	= _____	x _____	= _____
Potatoes	_____	_____	- _____	= _____	x _____	= _____
_____	_____	_____	- _____	= _____	x _____	= _____
_____	_____	_____	- _____	= _____	x _____	= _____
_____	_____	_____	- _____	= _____	x _____	= _____
_____	_____	_____	- _____	= _____	x _____	= _____
_____	_____	_____	- _____	= _____	x _____	= _____
_____	_____	_____	- _____	= _____	x _____	= _____

Total Area \_\_\_\_\_ (hectares)

Please include the total area of all crops even if there was nothing on hand at the end of the year.

**Thank you for completing this questionnaire. Please sign where indicated on page 2.**