

2024 Farming Client Questionnaire

Ensure this questionnaire is completed and included with your records

Client Name	Phone:	
Balance Date	Fax:	
	Email:	

To: PKF Tauranga Limited

Terms of Engagement

I/We hereby instruct you PKF Tauranga Limited and staff/contractors as applicable to prepare my/our Financial Statements and Taxation Returns for the 2024 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, and those published on the website https://pkftauranga.co.nz/media/icllb3ik/2024-pkft-tcs.pdf

I/We agree to provide and personally guarantee all fees incurred by myself/ourselves and all associated entities.

I/We also accept that you have the right to:

- a. charge me/us a fee equal of 25% of the unpaid portion of the invoice amount and all other legal and collections costs not covered by the fee; and
- b. charge interest at the rate of 13% per month from the due date. You shall be entitled to exercise a general lien over the books, records, related documents, and other such chattels that may come into your possession for the purpose of performing professional services for me/us until all costs and charges whatsoever or professional services of any nature to me/us have been fully paid.

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.

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.

Name	IRD Number	Signature	Date

Director	Date of birth	City / Town of birth	Country of birth	Current residential address
		-	-	
0	4			
	me to call you is:			
Alternative pl	none numbers are:			
When do you	want your accoun	ts completed by?		
Would you like us to supply a copy to your bank?			Yes 🗌 No 🗌	(Tick One)
,	nts are to be suppli nme of your current	ied to your bank, plea bank manager:	se	
	re of your business provide brief detai	changed in any way ls:	during the past 12	months?

Records Required	✓	Comment	
Bank Statements, Cash books, etc	ı		
Where an online accounting system is used (e.g. Banklink / Xero / MYOB), please provide: • Final bank statement for the year for all bank accounts			
Where a non cloud based computerised accounting system is used (e.g. MYOB), please provide the following:			
 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 			
Where a Cashbook (computerised / manual) or no system is used, please provide:			
 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 			
Note : If no cashbook has been kept, please ensure that bank statements include the details of what each deposit and withdrawal was for.			
Loan Statements		<u> </u>	
Supply a copy of any loan transaction statements for the financial year up to your balance date, including loans that have been refinanced or repaid during the year.			
Employers – Wages paid to Employees			
Supply a month-by-month summary of gross wages and PAYE deductions as returned to the IRD. (Not required if you use Xero Payroll).			
Covid-19 Wage Subsidy and other Covid-19 support payments			
Have you received the Wage Subsidy? (please note all dates and receipts)			
Date rec://	\$_		
Date rec:/\	\$_		
Date rec://	\$_		
Have you received the Covid-19 Leave Support Payments? (please note all dates			
Date rec://	\$_		
Date rec://	\$_		
Date rec://	\$_		
Have you received Covid-19 Short-Term Absence Payments? (please note all date	es and	d receipts)	
Date rec:/\$			
Date rec:/ \$			
Date rec:/ \$			
Have you received Resurgence Support Payments? (please note all dates and rec	eipts)		
Date rec:/\$			
Date rec:/\$			
Date rec:/\$			

Have you received a Covid-19 Cultural Sector Emergency Relie	ef Grant or other Co	vid-1	9 support payments?	
Please provide details if it is an "other" Covid-19 support payment				
Date rec:/\$				
Date rec:/ \$				
Have you received the Covid-19 Small Business Loan?				
Date rec:/\$				
Have any amounts of Covid-19 support payments been repaid	back?			
Please provide details of payment and reason for repayment				
Date paid back:/ \$	Reason:			
Date paid back/ \$	11003011.			
Fringe Benefit Tax (FBT) Returns		1		
Supply copies of Fringe Benefit Tax (FBT) returns and work pa	pers.			
Goods & Services Tax (GST) Returns				
Please supply copies of Goods & Services Tax (GST) returns a not filed via Xero.	nd work papers if			
If we prepare your GST returns, then this information is not requ	iirad			
we propare your do'r returns, then this information is not requ	anca.			
Interest and Dividend Certificates				
Supply copies of certificates.				
Accounts Receivable (Debtors) - see attached Sched	ule 1	l		
All accounts or amounts owing to you at balance date should be	e scheduled.		Total at Balance Date:	
Exclude any bad debts. To enable bad debts to be excluded fr	om income,		\$	
these must be written off prior to balance date.			GST Included Excluded	
Accounts Payable (Creditors) – see attached Schedu	le 2			
· · · · · · · · · · · · · · · · · · ·				
All accounts or amounts owing by you at balance date should b indicating name of creditor, amount and what the debt is for.	e scrieduled		Total at Balance Date:	
,			\$ GST Included	
			GST IIICidded Excidded	
Capital Expenditure		1	T	
Attach details of assets purchased or sold during the year such vehicles, plant and equipment and properties. Where applicab the following details:				
-				
Hire purchase or loan agreementsLease agreements				
All legal statements and agreements				
■ Trade-in details				
 Lost, stolen or scrapped items 				
■ Insurance pay out				
 Copy of Tax Invoices 				
A copy of last year's Asset and Depreciation Schedule is attach information. We suggest you review the schedule and indicate no longer exist.				

Development Expenditure	1	
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.		
Other Non-Taxable Income		
Did you receive non-taxable income from any other sources?		
If Yes, please provide details.		
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	/ sto	rage space)
Please provide the following details:	П	
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 %		76
Livestock on Hand – see attached Schedule 3, Client Questionnaire L	.ives	tock Sheet
A schedule has been enclosed. Please complete and attach.		
If applicable a copy of last year's Livestock Schedule is enclosed for your information.		
	I	I .

Consumables on Hand				
If the value of total unused consumables on hand at balance date exceeds \$58,000, please provide full details. This threshold is for the combined value, not the individual values. Examples include fencing materials, ear tags, dips, drenches, animal health remedies, fertiliser, purchased supplementary feed, petrol, diesel, oil, twine, alkathene pipe etc. Please note, that this does not include home grown hay/silage and only includes purchased feed costs.				
Please estimate the cost (Excluding GST) of consumables on hand				\$
Petrol, Diesel & Oil				
Fencing Materials				
Water Piping & other items held for wa	iter system repair	S		
Dairy Shed Supplies (Cleaning Produc	ts, Teat Spray et	c)		
Shearing Shed Supplies				
Animal Health Products (e.g. drench, o	lip, mastitis treatr	nent products)		
Other farm stores				
Fertiliser				
Purchased Stock Feed (at cost):				
Нау				
Silage				
Maize Silage				
Grain				
Palm Kernel				
Other				
Total Cost				
Unsold Produce				
Please provide full details of any produintended for sale. Examples include h				
Category	Quantity			Estimated Value
				(Excl GST)
Wool		kg		
Timber				
Нау		Tonnes dry matter		
Silage		Tonnes dry matter		
Grain		Tonnes		
Honey		kg		
Firewood				
Other Produce, Harvested Crops & Fro	uit			
				
Total Value				

Private Use			
Value of goods taken for private us	e at their cost price (excluding livestock).		\$
Goods taken for own use	Quantity		GST Included Excluded
Sheep			-
Cattle			
Pigs			
Milk			
Other			
Expenses paid in Cash or fro	m Personal Funds		
Please provide a list if applicable.	n i Greena i ande		
	d to contractors? (morning / afternoon tea =		Quantity
1/2)			
Residential Land Withholding	Тах		
	in New Zealand where Residential Land d and paid to the IRD? If so, provide details	Ш	
e.g. IR1100 Residential land withhou	olding tax return and other sale and purchase		
documents.			
Residential Property Sales			
Have you sold any residential property during the year (not otherwise detailed on the information provided)?			
If yes, when was the property purch	nased?		
If it was purchased with 10 years o	f the sale date,		
what was the original pure	hase price		<u>\$</u>
and the sale price?			\$
Mostaga Interest Daid on Da	oidential Draneutice		
Mortgage Interest Paid on Re	sidential Properties		
	ential properties owned (which is not your		
	also against properties other than residential ls of amount of interest and dates paid.		
Pagarah and Davalanment			
Research and Development			
	arch and development during the income		
year? If so, provide ledger account	is and details of expenditure		

Motor Vehicles	
The proportion of motor vehicle business use as established by your vehicle log book(s) is/are:	
Vehicle Description:	
Business km Total km Percentage Business %	
Vehicle Description:	
Business km Total km Percentage Business %	
Please note that a detailed and accurate log book must be completed for a three month period every three years or expense claims will be limited to a maximum of 25% of expenses incurred. If you are operating as a Company, plea 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?	
Yes No No If yes, provide details of property:	
Was the property empty for 62 days or more in the income year? Yes \subseteq No \subseteq 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 asset 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) Section 1. To 1.	
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):	

Mixed Use Boat or Plane	
Does this entity have a boat or plane (with a market value of \$50,000 or greater), that is used privately and also to	
derive income?	
If Yes, provide details:	
Description:	
Market value: \$	
Was the asset unused for 62 days or more in the income year? If yes, please complete the following section so we can determine the amount of allowable deductions.	
Mixed Use Boat or Plane – Information Required	
The number of days the asset was unused during the income year	
The number of days the asset 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	
For non-associated persons where payment received is at least 80% of market value:	
Number of days the asset was used:	
Income received: \$	
Expenses incurred in respect of the property (the list below is not exhaustive – details of all expenses will be required):	
Cost of advertising for hireage \$	
Cost of repairing damages caused by hireage \$	
Operating costs / supplies \$	
Insurance \$	
Repairs/maintenance for general wear and tear \$	
Other (please give details)	
Cryptoassets	
Crynioasseis	
Have you received or traded in cryptoassets during the income year? If so, please provide the following information:	
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Have you received or traded in cryptoassets during the income year? If so, please provide the following information:	
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	
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	

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

Schedule 1 – Accounts Receivable (Debtors) Amounts owing to you at balance date

Client Name					
NOT REQUIRED IF USING FIGURED SOFTWARE (Check with us if unsure)					
Name of Debtor	Description of Sale	Code	Total Incl GST		
		<u> </u>			
Totals					

Schedule 2 – Accounts Payable (Creditors) Amounts owing by you at balance date

Client Name						
NOT REQUIRED IF USING FIGURED SOFTWARE (Check with us if unsure)						
Name of Creditor		Description of Goods	Code	Total Incl GST		
Totals						

Schedule 3 – Livestock

Do not print this page

Print as applicable, either:

Client Questionnaire Livestock Numbers Client Questionnaire Livestock Sheet