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www.dpa.co.nz

Name: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

## Farming Financial Statements Questionnaire – 2017/2018

Please ensure this questionnaire is completed and included with your records

### Terms of Engagement

I/We hereby instruct DPA Limited to prepare my/our Financial Statements and Taxation Returns for the 2018 financial 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 DPA Limited will rely upon the information provided by me/us. DPA Limited's 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 DPA Limited will not be specifically investigating non-compliance with laws and regulations – however, should anything come to light of this nature during this process, DPA Limited 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 DPA Limited immediately. DPA Limited 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.

I/We also accept that DPA Limited have the right to charge interest on overdue accounts at the rate of 1.5% per month, and that all accounts are due for payment by the 20<sup>th</sup> of the month following invoice date. The charging of such interest will be at DPA Limited's discretion. I/We accept that any collection costs DPA Limited incur will be fully recoverable from me/us.

DPA Limited are hereby authorised to communicate with my/our bankers, solicitors, finance companies and all government agencies to obtain such information as DPA Limited require in order to complete the above assignments. I/we authorise DPA Limited to obtain information from Inland Revenue about all tax types except child support (NCP or CPR) in order to complete the above assignments. This includes obtaining information through all Inland Revenue media and communication channels.

DPA Limited are to represent me/us as my/our tax agent. All income tax returns will be signed by me/us however DPA Limited are authorised to sign any other taxation return on behalf of myself/ourselves or any of my/our associated entities.

Signature \_\_\_\_\_

Date \_\_\_\_\_



Chartered Accountants

Governance

Business Facilitation

Talent Managers





Records Required	✓	Comment																																							
<b>Consumables on Hand (continued)</b>																																									
Purchased Stock Feed (at cost): Hay Silage Maize Silage Grain Palm Kernel Other  <b>Total Cost</b>	<input type="checkbox"/>	<hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>																																							
<b>Unsold Produce</b>																																									
Please provide full details of any produce on hand at balance date that is intended for sale. Examples include honey, wool, timber, hay, silage, crops.																																									
<table border="0" style="width: 100%;"> <thead> <tr> <th style="text-align: left;">Category</th> <th style="text-align: left;">Quantity</th> <th></th> </tr> </thead> <tbody> <tr> <td>Wool</td> <td>_____</td> <td>kg</td> </tr> <tr> <td>Timber</td> <td>_____</td> <td></td> </tr> <tr> <td>Hay</td> <td>_____</td> <td>Tonnes dry matter</td> </tr> <tr> <td>Silage</td> <td>_____</td> <td>Tonnes dry matter</td> </tr> <tr> <td>Grain</td> <td>_____</td> <td>Tonnes</td> </tr> <tr> <td>Honey</td> <td>_____</td> <td>kg</td> </tr> <tr> <td>Firewood</td> <td>_____</td> <td></td> </tr> <tr> <td colspan="3">Other Produce, Harvested Crops &amp; Fruit</td> </tr> <tr> <td>_____</td> <td>_____</td> <td></td> </tr> <tr> <td>_____</td> <td>_____</td> <td></td> </tr> <tr> <td>_____</td> <td>_____</td> <td></td> </tr> <tr> <td colspan="3"><b>Total Value</b></td> </tr> </tbody> </table>	Category	Quantity		Wool	_____	kg	Timber	_____		Hay	_____	Tonnes dry matter	Silage	_____	Tonnes dry matter	Grain	_____	Tonnes	Honey	_____	kg	Firewood	_____		Other Produce, Harvested Crops & Fruit			_____	_____		_____	_____		_____	_____		<b>Total Value</b>			<input type="checkbox"/>	<b>Estimated Value (Excl GST)</b>  <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>
Category	Quantity																																								
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<b>Total Value</b>																																									
<b>Private Use</b>																																									
Value of goods taken for private use at their cost price (excluding livestock).  <b>Goods taken for own use</b> <b>Quantity</b> Sheep                            _____ Cattle                            _____ Pigs                                _____ Milk                                _____ Other _____	<input type="checkbox"/>          <input type="checkbox"/>	\$ _____ GST Included <input type="checkbox"/> Excluded <input type="checkbox"/>																																							
<b>Expenses paid in Cash or from Personal Funds</b>																																									
Please provide a list if applicable. How many meals have you provided to contractors? (morning / afternoon tea = 1/2)	<input type="checkbox"/>  <input type="checkbox"/>	<b>Quantity</b> _____																																							
<b>Residential Land Withholding Tax</b>																																									
Have you sold residential property in New Zealand where Residential Land Withholding Tax has been deducted and paid to the IRD? If so, provide details e.g. IR1100 Residential land withholding tax return and other sale and purchase documents.	<input type="checkbox"/>																																								

<b>Records Required</b>	✓	Comment							
<b>Research and Development</b>									
If this entity is a company, have you spent significant amounts on research and development during the income year? If so, provide ledger accounts and details of expenditure	<input type="checkbox"/>								
<b>Motor Vehicles</b>									
The proportion of motor vehicle business use as established by your vehicle log book(s) is/are:		<input type="checkbox"/>							
<table style="width: 100%; border: none;"> <tr> <td style="width: 50%;"><b>Vehicle Description</b> _____</td> <td style="width: 50%;"><b>Vehicle Description</b> _____</td> </tr> <tr> <td>Business _____ km</td> <td>Business _____ km</td> </tr> <tr> <td>Total _____ km</td> <td>Total _____ km</td> </tr> <tr> <td>Percentage Business _____%</td> <td>Percentage Business _____%</td> </tr> </table>	<b>Vehicle Description</b> _____	<b>Vehicle Description</b> _____	Business _____ km	Business _____ km	Total _____ km	Total _____ km	Percentage Business _____%	Percentage Business _____%	<ul style="list-style-type: none"> <li>▪ Please note that a detailed and accurate log book must be completed for a three month period every three years or vehicle expense claims will be limited to a maximum of 25% of expenses incurred.</li> <li>▪ If you are operating as a Company, please indicate which vehicles you are currently paying Fringe Benefit tax for: _____ _____</li> </ul>
<b>Vehicle Description</b> _____	<b>Vehicle Description</b> _____								
Business _____ km	Business _____ km								
Total _____ km	Total _____ km								
Percentage Business _____%	Percentage Business _____%								
<b>Mixed Use Holiday Home</b>									
Does this entity have a property (such as a holiday home or a bach) that is used privately and also to derive income? <span style="float: right;">Yes <input type="checkbox"/> No <input type="checkbox"/></span>		<input type="checkbox"/>							
If yes, provide details of property: _____ _____									
Was the property empty for 62 days in the income year? <span style="float: right;">Yes <input type="checkbox"/> No <input type="checkbox"/></span> If yes, please complete the following section so we can determine the amount of allowable deductions.									
<b><u>Mixed Use Holiday Home – Information Required</u></b>									
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.		<input type="checkbox"/>							
Name of tenant: _____									
Relationship to owner (if any): _____									
Amount of rent they paid: \$ _____									
Dates rented (From: To) _____									
Expenses incurred in respect of the property (the list below is not exhaustive – details of all expenses will be required):		<input type="checkbox"/>							
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? Yes  No

If Yes, provide details:

Description: \_\_\_\_\_

Market value: \$ \_\_\_\_\_

Was the asset unused for 62 days in the income year? Yes  No

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) \_\_\_\_\_  
\_\_\_\_\_

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



