

Financial Statements Questionnaire – 31 March 2021

Ensure this questionnaire is completed and included with your records

Client Name		Phone:	
Balance Date		Fax:	
		Email:	

To: Lynch & Associates Limited

Terms of Engagement

I/We hereby instruct you Lynch & Associates Ltd. and staff/contractors as applicable to prepare my/our Financial Statements and Taxation Returns for the year/period ending 31 March 2021. 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.

I/We also accept that you 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 20th of the month following invoice date. The charging of such interest will be at your discretion. I/We accept that any collection costs you incur will be fully recoverable from me/us.

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 give authority for any refund credits to be transferred to Lynch & Associates Ltd.'s trust account prior to refund to me/us.

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

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Under the Companies Amendment Act 2014 there is now a requirement for all directors to provide their place of birth and date of birth AND in addition, there must be at least one director that either lives in New Zealand; or lives in Australia and is a director of a company incorporated in Australia:

Director	Date of birth	City / Town of birth	Country of birth	Current residential address

Convenient time to call you is:	
Alternative phone numbers are:	
When do you want your accounts completed by?	
Would you like us to supply a copy to your bank?	Yes <input type="checkbox"/> No <input type="checkbox"/> (Tick One)
If your accounts are to be supplied to your bank, please advise the name of your current bank manager:	
Has the nature of your business changed in any way during the past 12 months? If yes, please provide brief details:	

Records Required	<input type="checkbox"/>	Comment
Bank Statements, Cheque butts, Cashbooks, etc		
Where an online accounting system is used (e.g. Banklink / Xero / MYOB), please provide:	<input type="checkbox"/>	
<ul style="list-style-type: none"> Final bank statement for the year for all bank accounts 		
Where a complete computerised accounting system is used (e.g. MYOB), please provide:	<input type="checkbox"/>	
<ul style="list-style-type: none"> A backup of software as at end of financial year (email or USB) 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:	<input type="checkbox"/>	
<ul style="list-style-type: none"> Cashbook (if one is kept) Copy of bank reconciliation as at balance date for all bank accounts Cheque & Deposit butts (if used) Bank statements for the full year for all bank accounts 		
Note: If no cashbook has been kept, please ensure the following: That bank statements include the exact nature of all deposits and withdrawals including all cheques, automatic payments, direct debits and eftpos transactions.		
Loan Statements		
Supply a copy of any loan transaction statements for the financial year up to your balance date.	<input type="checkbox"/>	
Employer – Wages paid to Employees		
Please send a month-by-month summary of gross wages and PAYE deductions as returned to the IRD.	<input type="checkbox"/>	
OR		
Send a copy of your Employer Monthly Deduction Schedules (IR 348). Supply details of any allowance made for employees boarding / renting a house on the property.	<input type="checkbox"/> <input type="checkbox"/>	
Covid-19 Wage Subsidy and Small Business Loan		
Have you received the Wage Subsidy?	<input type="checkbox"/>	Date rec: __/__/__ \$ _____
Have you received the Government Small Business Loan?	<input type="checkbox"/>	Date rec: __/__/__ \$ _____
Fringe Benefit Tax (FBT) Returns		
Supply copies of Fringe Benefit Tax (FBT) returns and work papers.	<input type="checkbox"/>	
Goods & Services Tax (GST) Returns		
Please supply your copies of Goods & Services Tax (GST) returns and work papers.	<input type="checkbox"/>	
Interest and Dividend Certificates		
Supply copies of certificates.	<input type="checkbox"/>	
Accounts Receivable (Debtors) – see attached Schedule 1		
All accounts or amounts owing to you at balance date should be scheduled. Exclude bad debts. To enable bad debts to be excluded from income, these must be written off prior to balance date. Note: Include any dairy statements, which are receivables in the month following balance date.	<input type="checkbox"/>	Total at Balance Date: \$ _____ GST Included <input type="checkbox"/> Excluded <input type="checkbox"/>
Accounts Payable (Creditors) – see attached Schedule 2		

All accounts or amounts owing by you at balance date should be scheduled indicating name of creditor, amount and what the debt is for. Alternatively, mark on cheque stubs or highlight in cash book those items in the month following your balance date, which should be included. Holiday pay or bonuses paid within 63 days of your balance date may be included.		Total at Balance Date: \$ _____ GST Included <input type="checkbox"/> Excluded <input type="checkbox"/>
Cash Income Not Banked During Year		
Proceeds received but not paid into your bank account or stock firm.	<input type="checkbox"/>	\$ _____
Capital Expenditure		
Attach details of assets purchased or sold during the year such as motor vehicles, plant and equipment and properties. Where applicable please provide the following details:	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
<ul style="list-style-type: none"> ▪ Hire purchase or loan agreements ▪ Lease agreements ▪ All legal statements and agreements ▪ Trade-in details ▪ Lost, stolen or scrapped items ▪ Copy of Tax Invoices <p>A copy of last year's Asset and Depreciation Schedule is attached for your information. We suggest you review the schedule and indicate any assets that no longer exist.</p>		
Development Expenditure		
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.	<input type="checkbox"/>	
Other Non-Taxable Income		
Did you receive non-taxable income from any other sources? If Yes, please provide details.	<input type="checkbox"/>	
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. Please include a copy of your latest Rateable Valuation for any properties you own.	<input type="checkbox"/>	
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:	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
<ul style="list-style-type: none"> ▪ Insurance premiums ▪ Legal fees ▪ ACC payments and arrangements 		
Farm House Expense Apportionment (including any attached garage / storage space)		
Please provide the following details: 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 %	<input type="checkbox"/> 	 %
Livestock on Hand – see attached Schedule 3, Client Questionnaire Livestock 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.	<input type="checkbox"/>	

☐ Total at Balance Date:
\$ _____

GST Included ☐ **Excluded** ☐

Cash Income Not Banked During Year

Proceeds received but not paid into your bank account or stock firm.

	\$ _____
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Capital Expenditure

Attach details of assets purchased or sold during the year such as motor vehicles, plant and equipment and properties. Where applicable please provide the following details:

- Hire purchase or loan agreements
- Lease agreements
- All legal statements and agreements
- Trade-in details
- Lost, stolen or scrapped items
- Copy of Tax Invoices

A copy of last year's Asset and Depreciation Schedule is attached for your information. We suggest you review the schedule and indicate any assets that no longer exist.

Development Expenditure

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.

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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. Please include a copy of your latest Rateable Valuation for any properties you own.

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 / storage space)

Please provide the following details:

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 %

Livestock on Hand – see attached Schedule 3, Client Questionnaire Livestock 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.

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Consumables on Hand	
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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 water system repairs

Dairy Shed Supplies (Cleaning Products, Teat Spray etc)

Shearing Shed Supplies

Animal Health Products (e.g. drench, dip, mastitis treatment products)

Other farm stores

Fertiliser

Purchased Stock Feed (at cost):

Hay

Silage

Maize Silage

Grain

Palm Kernel

Other

Total Cost

Unsold Produce

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.

Category

Quantity

Wool

kg

Timber

Hay

Tonnes dry matter

Silage

Tonnes dry matter

Grain

Tonnes

Honey

kg

Firewood

Other Produce, Harvested Crops & Fruit

Total Value

Private Use														
Value of goods taken for private use at their cost price (excluding livestock). <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left; width: 30%;">Goods taken for own use</th> <th style="text-align: left; width: 30%;">Quantity</th> </tr> </thead> <tbody> <tr> <td>Sheep</td> <td>_____</td> </tr> <tr> <td>Cattle</td> <td>_____</td> </tr> <tr> <td>Pigs</td> <td>_____</td> </tr> <tr> <td>Milk</td> <td>_____</td> </tr> <tr> <td>Other</td> <td>_____</td> </tr> </tbody> </table>	Goods taken for own use	Quantity	Sheep	_____	Cattle	_____	Pigs	_____	Milk	_____	Other	_____	<input type="checkbox"/> <input type="checkbox"/>	\$ _____ GST Included <input type="checkbox"/> Excluded <input type="checkbox"/>
Goods taken for own use	Quantity													
Sheep	_____													
Cattle	_____													
Pigs	_____													
Milk	_____													
Other	_____													
Expenses paid in Cash or from Personal Funds														
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"/>	Quantity _____												
Residential Land Withholding Tax														
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"/>													
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 purchased? If it was purchased with 5 years of the sale date, <ul style="list-style-type: none"> what was the original purchase price and the sale price? 	<input type="checkbox"/>	_____ \$ _____ _____ _____												
Research and Development														
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"/>													
Motor Vehicles														
The proportion of motor vehicle business use as established by your vehicle log book(s) is/are: Vehicle Description _____ <table style="width: 100%; border-collapse: collapse;"> <tbody> <tr> <td style="width: 50%;">Business _____ km</td> <td style="width: 50%;">Business _____ km</td> </tr> <tr> <td>Total _____ km</td> <td>Total _____ km</td> </tr> <tr> <td>Percentage Business _____ %</td> <td>Percentage Business _____ %</td> </tr> </tbody> </table> <ul style="list-style-type: none"> 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. If you are operating as a Company, please indicate which vehicles you are currently paying Fringe Benefit tax for: _____ _____ 		Business _____ km	Business _____ km	Total _____ km	Total _____ km	Percentage Business _____ %	Percentage Business _____ %	<input type="checkbox"/>						
Business _____ km	Business _____ km													
Total _____ km	Total _____ km													
Percentage Business _____ %	Percentage Business _____ %													

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 ☐

If yes, provide details of property: _____

Was the property empty 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 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) _____

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

Schedule 1 – Accounts Receivable (Debtors)

Amounts owing to you at 31 March 2021

<i>Client Name</i>	
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Name of Debtor	Description of Sale	Code	Total Incl GST

Totals	
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Schedule 2 – Accounts Payable (Creditors)

Amounts owing by you at 31 March 2021

<i>Client Name</i>	
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Name of Creditor	Description of Goods	Code	Total Incl GST

Totals	
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Schedule 3 – Livestock

Ensure this is completed and included with your records

Client Name	
Balance Date	31 March 2021

Cattle

Opening Stock Numbers	
Add:	Purchased during year
	Calves Bred
	Sub Total (A)
Deduct:	Total Cattle sold
	Closing Stock Numbers
	Known Deaths and Killed
	Sub Total (B)
Unaccounted for and Missing (A-B)	

Sheep

Opening Stock Numbers	
Add:	Purchased during year
	Lambs Bred/Docked
	Sub Total (A)
Deduct:	Total Sheep Sold
	Closing Stock Numbers
	Sheep Killed
	Known Deaths
	Sub Total (B)
Unaccounted for and Missing (A-B)	

Deer

Opening Stock Numbers	
Add:	Purchased during year
	Fawns Bred
	Sub Total (A)
Deduct:	Total Deer Sold
	Closing Stock Numbers
	Deer Killed
	Known Deaths
	Sub Total (B)
Unaccounted for and Missing (A-B)	

Working for Schedule 3

Livestock — Sheep Tallies

Ensure this is completed and included with your records

Client Name	
Balance Date	31 March 2021

- Include stock that you **own**, regardless of where the stock is located.
- Do not include stock owned by other people but grazing on your land.

Description	Number of Sheep as at [Balance Date]
Sheep	
Ewe hoggets	
Two tooth ewes	
Mixed age ewes (Rising 3 year and 4 year)	
Rising five year and older ewes	
Mixed age wethers	
Breeding rams	
Ram hoggets	
Wether hoggets	
TOTAL	
Sheep bred during the year (Lambs docked last spring)	
Deaths and Losses	
Wool	
Total kg's of wool on hand at Balance Date	
Date the wool was actually sold	
Net Proceeds received	

Livestock — Deer Tallies

Ensure this is completed and included with your records

Client Name	[Client Name]
Balance Date	[Balance Date]

- Include stock that you **own**, regardless of where the stock is located.
- Do not include stock owned by other people but grazing on your land.

Description	Number of Deer as at [Balance Date]
Red Deer	
Rising one year hinds	
Rising two year hinds	
Mixed age hinds	
Rising one year stags	
Rising two year and older stags	
Breeding Stags	
TOTAL	
Fawns bred during the year	
Deaths and Losses	

Description	Number of Deer as at [Balance Date]
Wapiti, Elk and Related Crossbreeds	
Rising one year hinds	
Rising two year hinds	
Mixed age hinds	
Rising one year stags	
Rising two year and older stags	
Breeding stags	
TOTAL	
Fawns bred during the year	
Deaths and Losses	

Livestock — Pig Tallies

Ensure this is completed and included with your records

Client Name	[Client Name]
Balance Date	[Balance Date]

- Include stock that you **own**, regardless of where the stock is located.
- Do not include stock owned by other people but grazing on your land.

Description	Number of Pigs as at [Balance Date]
Pigs	
Weaners under 10 weeks	
Growing pigs 10–17 weeks	
Growing pigs over 17 weeks	
Breeding sows under 1 year	
Breeding sows over 1 year	
Breeding Boars	
TOTAL	
Piglets bred during the year	
Deaths and Losses	

Livestock — Ostrich and Emu Tallies

Ensure this is completed and included with your records

Client Name	[Client Name]
Balance Date	[Balance Date]

- Include stock that you **own**, regardless of where the stock is located.
- Do not include stock owned by other people but grazing on your land.

Description	Number of Ostriches/Emus as at [Balance Date]
Ostriches / Emus	
Chicks	
Breeding and yearling birds	
Breeding birds — adults	
TOTAL	
Chicks bred during the year	
Deaths and Losses	

Livestock — Goat Tallies

Ensure this is completed and included with your records

Client Name	[Client Name]
Balance Date	[Balance Date]

- Include stock that you **own**, regardless of where the stock is located.
- Do not include stock owned by other people but grazing on your land.

Description	Number of Goats as at [Balance Date]
Angora and Angora Crosses (Mohair producing)	
Rising one year does	
Mixed age does	
Rising one year bucks (non breeding)/wethers	
Bucks (non-breeding)/wethers over one year	Breeding bucks
TOTAL	
Deaths and Losses	
Goats bred during the year	

Description	Number of Goats as at [Balance Date]
Other Fibre and Meat Producing Goats (Cashmere or Cashgora producing)	
Rising one year does	
Mixed age does	
Rising one year bucks (non breeding)/wethers	
Bucks (non breeding)/wethers over one year	
Breeding bucks	
TOTAL	
Deaths and Losses	
Goats bred during the year	

Description	Number of Goats as at [Balance Date]
Milking (dairy) Goats	
Rising one year does	
Does over one year	
Breeding bucks	
Other dairy goats	
TOTAL	
Deaths and Losses	
Goats bred during the year	