

Farming Questionnaire 2023

Ensure this questionnaire is completed and included with your records

Client Name:		Address:	
Balance Date:		Phone:	
		Email:	

Tax Refunds

Please provide the bank account number that you would like any tax refunds credited into.

Bank account ____ / ____ / ____ / ____

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?	Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, please provide brief details: _____ _____ _____
Is your company a Look Through Company (LTC)?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Is your activity operated through a Trust? If yes, please complete the Trust supplement.	Yes <input type="checkbox"/> No <input type="checkbox"/>

All Oamaru clients please drop information into: c/- Hope & Associates Legal, 76 Thames Street, Oamaru Level 1, 149 Victoria St, PO Box 13-688, Christchurch 8141, Phone 03 366 1058. Email info@mccoyandco.co.nz

Records Required	Comments
Cash Income Not Banked During Year	
<p>Proceeds received but not paid into your bank account or stock firm.</p>	<p>_____ \$ _____</p> <p>_____ \$ _____</p>
Capital Expenditure	
<p>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:</p> <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 available on request. We suggest you review the schedule and indicate any assets that no longer exist.</p>	
Development Expenditure	
<p>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.</p>	
Other Non-Taxable Income	
<p>Did you receive non-taxable income from any other sources? Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>If yes, please provide details.</p>	
Legal and Loan Documents	
<p>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.</p>	
Business Expenses	
<p>There are a number of invoices that we specifically require. Please ensure the records you provide us with include all paid accounts for:</p> <ul style="list-style-type: none"> • Insurance premiums • Legal fees • ACC payments and arrangements 	
Farm House Expense Apportionment (including any attached garage/storage space)	
<p>Please provide the following details:</p> <ul style="list-style-type: none"> • 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 % 	<p>_____</p> <p>_____</p> <p>_____</p> <p>_____ %</p>
Livestock on Hand – see attached Schedule 3, Client Questionnaire Livestock Sheet	
<p>A schedule has been enclosed. Please complete and attach.</p> <p>If applicable a copy of last year's Livestock Schedule is available on request.</p>	

Records Required		Comments																																							
Consumables on Hand																																									
<p>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.</p> <p>Please estimate the cost (Excluding GST) of consumables on hand:</p> <p>Petrol, diesel and oil</p> <p>Fencing materials</p> <p>Water piping and other items held for water system repairs</p> <p>Dairy shed supplies (cleaning products, teat spray etc)</p> <p>Shearing shed supplies</p> <p>Animal health products (e.g. drench, dip, mastitis treatment products)</p> <p>Other farm stores</p> <p>Fertiliser</p> <p>Purchased Stock Feed (at cost):</p> <div style="margin-left: 20px;"> <p>Hay</p> <p>Silage</p> <p>Maize silage</p> <p>Grain</p> <p>Palm kernel</p> <p>Other</p> </div> <p>Total Cost</p>		<p>\$ _____</p> <p>\$ _____</p> <p>\$ _____</p> <p>\$ _____</p> <p>\$ _____</p> <p>\$ _____</p> <p>\$ _____</p> <p>\$ _____</p> <p>\$ _____</p> <p>\$ _____</p> <p>\$ _____</p> <p>\$ _____</p> <p>\$ _____</p> <p>\$ _____</p>																																							
Unsold Produce																																									
<p>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.</p> <table border="1"> <thead> <tr> <th>Category</th> <th>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>Other produce, harvested crops and fruit:</td> <td></td> <td></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>Total Value</td> <td></td> <td></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 and fruit:			_____	_____		_____	_____		_____	_____		Total Value			<p>Estimated Value (Excl GST)</p> <p>\$ _____</p> <p>\$ _____</p> <p>\$ _____</p> <p>\$ _____</p> <p>\$ _____</p> <p>\$ _____</p> <p>\$ _____</p> <p>\$ _____</p> <p>\$ _____</p> <p>\$ _____</p> <p>\$ _____</p> <p>\$ _____</p>
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Records Required	Comments												
Private Use Value of goods taken for private use at their cost price (excluding livestock). <input type="checkbox"/> \$ _____ <table border="0"> <tr> <td>Goods taken for own use</td> <td>Quantity</td> </tr> <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> </table>	Goods taken for own use	Quantity	Sheep	_____	Cattle	_____	Pigs	_____	Milk	_____	Other	_____	<input type="checkbox"/> GST Included <input type="checkbox"/> Excluded
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"/> Quantity _____	<input type="checkbox"/>												
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"/>	<input type="checkbox"/>												
Residential Property Sales Have you sold any residential property during the year (not otherwise detailed on the information provided)? Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, when was the property purchased? _____ If it was purchased within 10 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"/>	<input type="checkbox"/>												
Motor Vehicles The proportion of motor vehicle business use as established by your vehicle log book(s) is/are: <input type="checkbox"/> Vehicle Description: _____ Business _____ km Total _____ km Percentage Business _____ % Vehicle Description: _____ Business _____ km Total _____ km Percentage Business _____ % <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: _____ 	<input type="checkbox"/>												

Mixed Use Holiday Home

Comments

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 – 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	Comments
<p>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 <input type="checkbox"/> No <input type="checkbox"/></p> <p>If yes, provide details:</p> <p>Description: _____</p> <p>Market value: \$ _____</p> <p>Was the asset unused for 62 days in the income year? Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>If yes, please complete the following section so we can determine the amount of allowable deductions.</p>	
<p>Mixed Use Boat or Plane – Information Required</p> <p>The number of days the asset was unused during the income year _____</p> <p>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 _____</p> <p><small>*Associated persons include close relatives, or if owned by an entity, persons associated with the entity owning the property.</small></p> <p>For non-associated persons where payment received is at least 80% of market value:</p> <p>Number of days the asset was used: _____</p> <p>Income received: \$ _____</p> <p>Expenses incurred in respect of the property (the list below is not exhaustive – details of all expenses will be required):</p> <p>Cost of advertising for hireage \$ _____</p> <p>Cost of repairing damages caused by hireage \$ _____</p> <p>Operating costs/supplies \$ _____</p> <p>Insurance \$ _____</p> <p>Repairs/maintenance for general wear and tear \$ _____</p> <p>Other (please give details)</p> <p>_____</p> <p>_____</p>	
<p>Cryptoassets</p> <p>Have you received or traded in cryptoassets during the income year? If so, please provide the following information:</p> <ul style="list-style-type: none"> • 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 year • Exchange records and bank statements • Wallet addresses 	

Thank you for completing this questionnaire.

Schedule 1 – Accounts Receivable (Debtors)

Amounts owing to you at balance date

Client Name:	
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[illegible]

Totals	
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Schedule 2 – Accounts Payable (Creditors)

Amounts owing by you at balance date

Client Name:	
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[illegible]

Totals	
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Schedule 3 – Livestock – Numbers Reconciliation

Ensure this is completed and included with your records

Client Name:	
Balance Date:	

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)	

Schedule 3 – Livestock – Numbers Reconciliation

Other		
Opening stock numbers		
Add:	Purchased during year	
	Number bred	
		Sub Total (A)
Deduct:	Total sold	
	Closing stock numbers	
	Number killed	
	Known deaths	
		Sub Total (B)
Unaccounted for and Missing (A-B)		

Schedule 3 – Livestock – Cattle Tallies

Ensure this is completed and included with your records

Client Name:	
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			Total Number of Cattle as at
Beef Breeds and Beef Crosses			
Rising one year heifers			
Rising two year heifers			
Mixed age cows			
Breeding bulls			
Rising one year	Steers:	Bulls:	
Rising two year	Steers:	Bulls:	
Rising three year	Steers:	Bulls:	
Friesian and Related Breeds, Jersey and Other Dairy Breeds			
Rising one year heifers			
Rising two year heifers			
Mixed age cows			
Breeding bulls			
Rising one year	Steers:	Bulls:	
Rising two year	Steers:	Bulls:	
Rising three year	Steers:	Bulls:	
TOTAL			
Deaths and losses			
Natural increase			
Peak milking cow numbers for the last season			
Effective milking hectares for the last season			

Schedule 3 – Livestock – Sheep Tallies

Ensure this is completed and included with your records

Client Name:	
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	Total Number of Sheep as at
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	

Schedule 3 – Livestock – Other Tallies

Ensure this is completed and included with your records

Client Name:	
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	Total Number of
Stock Type: _____	
Rising one year	
Rising two year	
Mixed age	
Rising one year	
Rising two year and older	
Breeding	
TOTAL	
Bred during the year	
Deaths and losses	