

Farming Questionnaire 2025

Ensure this questionnaire is completed and included with your records

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

To: McCoy & Co Ltd

Terms of Engagement

I/We hereby instruct McCoy & Co to prepare my/our Financial Statements and Taxation Returns for the 2025 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.

You are hereby authorised to communicate with my/our bankers, solicitors, finance companies, Inland Revenue, ACC and other government agencies to obtain such information as you require in order to complete the above assignments. This includes obtaining information through all Inland Revenue media and communication channels including electronic ones.

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.

I/We also accept that you have the right to charge interest on overdue accounts at the rate of 2.0% 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.

All other terms and conditions of this engagement are the same as those referred to in the most recent Engagement Letter I/we signed.

Signature _____

Date _____

Signature _____

Date _____

Tax Refunds

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

Bank account ____ / ____ / ____ / ____

Farming Questionnaire 2025

| | |
|--|--|
| 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? If your accounts are to be supplied to your bank, please advise the name of your current bank manager: | Yes <input type="checkbox"/> No <input type="checkbox"/> (tick one) |
| 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: <hr/> <hr/> <hr/> |
| 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"/> |

| Records Required | Comments |
|--|--|
| <p>Bank Statements, Cashbooks, etc</p> | |
| <p>Xero/MYOB is the accounting system for this entity, please use all our system information.</p> | |
| <p>Where no Cashbook is supplied, please provide (and one month past balance date):</p> <ul style="list-style-type: none"> • Bank statements including any savings account or term deposit • Cheque and deposit butts showing the nature of each payment/deposit • Receipt books. Make sure any items not for business sales are clearly marked • Suppliers' invoices filed in cheque number order | <input type="checkbox"/> |
| <p>Where you supply a written Cashbook, please provide (and include one month past balance date):</p> <ul style="list-style-type: none"> • Cashbook, written up, analysed and reconciled to the bank statements monthly • Bank statements including any savings account or term deposit • Deposit butts showing the nature of each deposit | <input type="checkbox"/> |
| <p>Where you supply a computerised Cashbook, please provide:</p> <ul style="list-style-type: none"> • Backup disk as at the end of financial year or email files to us • Copy of Bank Reconciliation as at balance date for all bank accounts • Final Bank Statement for year for all bank accounts • Transaction Listing for Accounts Payable and Accounts Receivable as at balance date | <input type="checkbox"/> |
| <p>Fringe Benefit Tax (FBT) Returns</p> | |
| <p>Supply copies of Fringe Benefit Tax (FBT) returns and work papers (if not prepared by us).</p> | <input type="checkbox"/> |
| <p>Goods and Services Tax (GST) Returns</p> | |
| <p>Please supply copies of Goods and Services Tax (GST) returns and work papers (if not prepared by us).</p> | <input type="checkbox"/> |
| <p>Interest and Dividend Certificates and Rebate Advice Statements</p> | |
| <p>Supply copies of certificates and rebate advice statements.</p> | <input type="checkbox"/> |
| <p>Accounts Receivable (Debtors) – see attached Schedule 1</p> | |
| <p>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</p> | <input type="checkbox"/> Total at Balance Date: \$ _____ GST Included <input type="checkbox"/> Excluded <input type="checkbox"/> |
| <p>Accounts Payable (Creditors) – see attached Schedule 2</p> | |
| <p>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 butts 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.</p> | <input type="checkbox"/> Total at Balance Date: \$ _____ GST Included <input type="checkbox"/> Excluded <input type="checkbox"/> |

| Records Required | Comments |
|---|---|
| <p>Cash Income Not Banked During Year</p> <p>Proceeds received but not paid into your bank account or stock firm.</p> | <p>_____ \$ _____</p> <p>_____ \$ _____</p> |
| <p>Capital Expenditure</p> <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"> • Statements and agreements relating to any mortgages, hire purchases, leases or loans • Trade-in details • Lost, stolen or scrapped items • Copy of Tax Invoices • Insurance payout <p>A copy of last years Asset and Depreciation Schedule is available on request. We suggest you review the schedule and indicate any assets that no longer exist.</p> | |
| <p>Development Expenditure</p> <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> | |
| <p>Other Non-Taxable Income</p> <p>Did you receive non-taxable income from any other sources? If yes, please provide details.</p> | <p>Yes <input type="checkbox"/> No <input type="checkbox"/> (please tick)</p> |
| <p>Legal and Loan Documents</p> <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> | |
| <p>Business Expenses</p> <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 | |
| <p>Farm House Expense Apportionment (including any attached garage/storage space)</p> <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> |
| <p>Livestock on Hand – see attached Schedule 3, Client Questionnaire Livestock Sheet</p> <p>A schedule has been enclosed. Please complete and attach. If applicable a copy of last year's Livestock Schedule is available on request.</p> | |

| Records Required | Comments | |
|---|-------------------------|-----------------------------------|
| <p>Consumables on Hand</p> <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> | | |
| Petrol, diesel and oil | \$ _____ | |
| Fencing materials | \$ _____ | |
| Water piping and 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 | \$ _____ | |
| <p>Unsold Produce</p> <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> | | |
| Category | Quantity | Estimated Value (Excl GST) |
| Wool | _____ kg | \$ _____ |
| Timber | _____ | \$ _____ |
| Hay | _____ Tonnes dry matter | \$ _____ |
| Silage | _____ Tonnes dry matter | \$ _____ |
| Grain | _____ Tonnes | \$ _____ |
| Honey | _____ kg | \$ _____ |
| Firewood | _____ | \$ _____ |
| Other produce, harvested crops and fruit: | | |
| _____ | _____ | \$ _____ |
| _____ | _____ | \$ _____ |
| _____ | _____ | \$ _____ |
| Total Value | | \$ _____ |

| Records Required | Comments | | | | | | | | | | | | |
|---|--|----------|-------|-------|--------|-------|------|-------|------|-------|-------------|-------|---|
| Private Use | | | | | | | | | | | | | |
| Value of goods taken for private use at their cost price (excluding livestock). <input type="checkbox"/> | \$ _____ | | | | | | | | | | | | |
| <table border="0"> <thead> <tr> <th style="text-align: left;">Goods taken for own use</th> <th style="text-align: left;">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 _____ | _____ | 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. <input type="checkbox"/> | | | | | | | | | | | | | |
| How many meals have you provided to contractors? (morning/afternoon tea = 1/2) | 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)? | Yes <input type="checkbox"/> No <input type="checkbox"/> (please tick) | | | | | | | | | | | | |
| If yes, when was the property purchased? _____ | | | | | | | | | | | | | |
| If it was purchased within 10 years of the sale date, | | | | | | | | | | | | | |
| • what was the original purchase price \$ _____ | | | | | | | | | | | | | |
| • and the sale price? \$ _____ | | | | | | | | | | | | | |
| Mortgage Interest Paid on Residential Properties | | | | | | | | | | | | | |
| Have you incurred interest on residential properties owned (which is not your main family home or a 'new build'*)? <input type="checkbox"/> | Yes <input type="checkbox"/> No <input type="checkbox"/> (tick one) | | | | | | | | | | | | |
| If yes, please provide details of amount of interest and dates paid. | | | | | | | | | | | | | |
| *'New build' is a self-contained residence that received a Code of Compliance confirming the residence was added to the land on or after 27 March 2020. | | | | | | | | | | | | | |
| 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"/> | | | | | | | | | | | | | |

Records Required

Comments

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 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:

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

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 (please tick)

If yes, provide details:

Description: _____

Market value: \$ _____

Was the asset unused for 62 days in the income year?

Yes No (please tick)

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

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 year
- Exchange records and bank statements
- Wallet addresses

Thank you for completing this questionnaire.

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 | |