

Farming Financial Statements Questionnaire – 31 March 2011

Ensure this questionnaire is completed and included with your records

Client Name		Phone:	
Balance Date	31 March 2011	Fax:	
		Email:	

To: Bright Wild & Thomas Limited

Terms of Engagement

I/We hereby instruct you to prepare my/our Financial Statements and Taxation Returns for the year/period ending 31 March 2011. 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. 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. You are hereby authorised to communicate with my/our bankers, solicitors, finance companies and all government agencies to obtain such information as you require in order to carry out the above assignments.

You are to represent me/us as my/our tax agent. You are therefore authorised to sign any taxation return on behalf of myself/ourselves or any of my/our associated entities.

I/We also accept that all accounts are due for payment by the 20th of the month following invoice date. I/We further accept that any collection costs incurred by Bright Wild & Thomas Limited will be fully recoverable from me/us.

Financial Statements prepared by you will carry the following disclaimers:

"A compilation is limited primarily to the collection, classification and summarisation of financial information supplied by the client. A compilation does not involve the verification of that information. We have not audited or reviewed the Financial Statements and therefore neither we nor any of our employees accept any responsibility for the accuracy of the materials from which the Financial Statements have been prepared. Further, the Financial Statements have been prepared at the request of and for the purpose of the client only and neither we nor any of our employees accept any responsibility on any ground whatever, including liability in negligence, to any other person."

Signature _____

Date _____

Convenient time to call you is:	
Alternative phone numbers are:	
Would you like us to supply a copy to your bank?	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? If yes, please provide brief details:	

Records Required	✓	Comment								
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 attached for your information. We suggest you review the schedule and indicate any assets that no longer exist.</p>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>									
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.</p> <p>Please provide full details if you have undertaken any work of this type.</p>	<input type="checkbox"/>									
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>	<input type="checkbox"/>									
Livestock on Hand – see attached Schedule 3										
<p>A schedule has been enclosed. Please complete and attach.</p> <p>If applicable a copy of last year's Livestock Schedule is enclosed for your information.</p>	<input type="checkbox"/>									
Private Use										
<p>Value of goods taken for private use at their cost price</p>	<input type="checkbox"/>	<p>\$ _____</p> <p>GST Included <input type="checkbox"/> Excluded <input type="checkbox"/></p>								
Expenses paid in Cash or from Personal Funds										
<p>Please provide a list if applicable.</p>	<input type="checkbox"/>									
Motor Vehicles										
<p>The proportion of motor vehicle business use as established by your vehicle log book(s) is/are:</p> <table border="0" style="width: 100%;"> <tr> <td>Vehicle Description _____</td> <td>Vehicle Description _____</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> <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: <p>_____</p> <p>_____</p>	Vehicle Description _____	Vehicle Description _____	Business _____ km	Business _____ km	Total _____ km	Total _____ km	Percentage Business _____%	Percentage Business _____%	<input type="checkbox"/>	
Vehicle Description _____	Vehicle Description _____									
Business _____ km	Business _____ km									
Total _____ km	Total _____ km									
Percentage Business _____%	Percentage Business _____%									

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

Schedule 3 Livestock – Numbers Reconciliation

Ensure this is completed and included with your records

Client Name	
Balance Date	31 March 2011

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)	_____

Schedule 3 Livestock – Cattle Tallies

Ensure this is completed and included with your records

Client Name	
Balance Date	31 March 2011

- 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 31 March 2011
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					
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:		
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	31 March 2011

- 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 31 March 2011
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 – Deer Tallies

Ensure this is completed and included with your records

Client Name	
Balance Date	31 March 2011

- 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 31 March 2011
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 31 March 2011
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	

Schedule 3

Livestock – Goat Tallies

Ensure this is completed and included with your records

Client Name	
Balance Date	31 March 2011

- 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 31 March 2011
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 31 March 2011
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 31 March 2011
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	