



214 Main Road, Tawa, Wellington.
456 Richardson Road, Mt Roskill, Auckland
Phone: 0800 837 000 | Fax: 04 232 3113 | Email: info@tfs.co

Time to Measure...

The end of yet another financial year will soon be upon us and we enclose the Farm Accounts Questionnaire for you to complete.

Records & Information Required For the Preparation of Farm Accounts 2021

1. BANK STATEMENTS

Please supply for all bank accounts operated by the business covering the period 01 April 2019 to 31 March 2020 (or equivalent if balance date other than 31 March) plus one month after the balance date.

Please also provide details for:

Debit Items – Details of who and what the cheque was for (e.g. IRD - GST)

Credit Items – Details of any deposits of an unusual nature e.g. Transfer from savings or sale of assets.

If you are unable to do this, please provide your cheque and deposit books which should be fully completed.

2. G S T RETURNS

Please supply copies of your completed GST Returns and supporting workpapers for the years.

3. LOANS, HIRE PURCHASE & LEASE CONTRACTS

Finance papers from Finance Companies and Solicitors in respect of any money borrowed during the year showing the amount borrowed and charges and/or end of year loan summaries.

4. FINANCIAL STATEMENTS

Do you wish to discuss your draft financial statements or any related matters before the financial statements and income tax returns are finalized? YES/NO

Please advise if your financial statements are required urgently. Expected date of completion: 1.

N/A 2.A.S.A.P 3. __/__/2021

5. QUESTIONNAIRE & TERMS OF ENGAGEMENT

Please ensure that you have completed the questionnaire and signed the Terms of Engagement enclosed.

6. EMAIL ADDRESS

If you have an email address, could you please provide us with this _____.

Thank you

As always, we remain committed to providing you with the highest level of service and helping you achieve your business objectives.

We thank you for your continued support and look forward to seeing you in the near future.

BALANCE DATE QUESTIONNAIRE

All figures should be GST inclusive.

1. PARTICULARS OF NEW ASSET PURCHASES

- Enclose copies of invoices
- Enclose copies of Hire Purchase Agreements

[illegible]

2. ASSETS SOLD OR SCRAPPED DURING THE PERIOD

[illegible]

3. ACCOUNTS PAYABLE (Amounts owing by you at balance date)
Include Cheques not presented at balance date

Name	Particular	Code Office use	Amount(\$)
e.g			
TelstraClear	Telephone		
Telecom	Telephone		
Transalta	Power		
Inland Revenue	PAYE		
Inland Revenue	GST		
Accountants Adjustments:			
TOTAL			

4. ACCOUNTS RECEIVABLE (Amounts owing to you at balance date)

Please provide a copy of your debtors list as at balance date.
All bad debts should be written out of debtors ledger prior to balance date.

Total Debtors: \$

5. OUT OF POCKET CASH EXPENSES

Provide details of any business expenses paid from other accounts or in cash.

Type of Expense	Amount (\$)

6. CASH ON HAND (Float/Pettycash)

Amount of cash on hand at balance date

\$

7. CASH SALES NOT BANKED

Any cash received from customers that was not banked into business bank account

\$

8. GOODS TAKEN FOR OWN USE

Details:

\$

\$

\$

STOCKSHEET FOR SHEEP

9. SHEEP ON HAND: Beginning of Year

Type	No.
Ewe Hoggets	
Wether/Ram Hoggets	
2 Tooth Ewes	
Mixed Aged Ewes	
5/6 Year Ewes	
Mixed Aged Wethers	
Breeding Rams	
TOTAL (1)	

PURCHASED DURING YEAR:

Date	From	Type	No.
TOTAL(2)			
LAMBS BRED:			
From _____ Ewes			
Wed. Lambs			
Ewe Lambs			
TOTAL BRED (3)			

Total Sheep Accounted for
Add Total (1)+(2)+(3)

(A)

Unsold at Balance Date:

Bales of Wool

No.in store

No. at station

SOLD DURING YEAR

Date	To	Type	No.
Total (4)			

Killed for Mutton	
Killed for Dogs	
Died During Year – Lambs	
Died During Year – Sheep	
TOTAL (5)	

SHEEP ON HAND: End of Year

Type	No.
Ewe Hoggets	
Wether/Ram Hoggets	
2 Tooth Ewes	
Mixed Aged Ewes	
5/6 Year Ewes	
Mixed Aged Wethers	
Breeding Rams	
TOTAL (6)	

Total Sheep Accounted for
Add Total (4)+(5)+(6)

(B)

DEFICIENCY/SURPLUS (A-B)

STOCKSHEET FOR SHEEP

(Extra Page)

[illegible][illegible]

STOCKSHEET FOR CATTLE

10. CATTLE ON HAND: Beginning of Year

Type	No.
Rsg 1yr Heifers	
Rsg 2yr Heifers	
Mixed Aged Cows	
Rsg 1yr Steers/Bulls	
Rsg 2yr Steers/Bulls	
Rsg 3yr & Older Steers	
Breeding Bulls	
TOTAL(1)	

PURCHASED DURING YEAR:

Date	From	Type	No.
TOTAL(2)			
CALVES BRED:			
from ___ Cows			
Steers Calves			
Heifer Calves			
TOTAL BRED (3)			

Total Cattle Accounted for
Add Total (1)+(2)+(3)

(A)

Calves unsold at Balance Date:

No.in store

No. at station

SOLD DURING YEAR

Date	To	Type	No.
Total (4)			

Killed for Beef	
Killed for Dogs	
Died During Year – Calves	
Died During Year – Cattle	
TOTAL (5)	

CATTLE ON HAND: End of Year

Type	No.
Rsg 1yr Heifers	
Rsg 2yr Heifers	
Mixed Aged Cows	
Rsg 1yr Steers/Bulls	
Rsg 2yr Steers/Bulls	
Rsg 3yr & Older Steers	
Breeding Bulls	
TOTAL (6)	

Total Cattle Accounted for
Add Total (4)+(5)+(6)

(B)

DEFICIENCY/SURPLUS (A-B)

STOCKSHEET FOR CATTLE

(Extra Page)

[illegible][illegible]

STOCKSHEET FOR GOAT

11. GOATS ON HAND: Beginning of Year

Type	No.
Rsg 1yr Does	
Mixed Age Does	
Rsg 1yr Wethers/Bucks	
1-3yr Wethers/Bucks	
Breeding Bucks	
TOTAL (1)	

PURCHASED DURING YEAR:

Date	From	Type	No.
TOTAL(2)			

KIDS BRED:	
From	Does
Buck Kids	
Does Kids	
TOTAL BRED (3)	

Total Goats Accounted for
Add Total (1)+(2)+(3)

(A)

Kids unsold at Balance Date:

No.in store

No. at station

SOLD DURING YEAR

Date	To	Type	No.
Total (4)			

Killed During Year

TOTAL (5)

GOATS ON HAND: End of Year

Type	No.
Rsg 1yr Does	
Mixed Aged Does	
Rsg 1yr Wethers/Bucks	
1-3yr Wethers/Bucks	
Breeding Bucks	
TOTAL (6)	

Total Goats Accounted for
Add Total (4)+(5)+(6)

(B)

DEFICIENCY/SURPLUS (A-B)

STOCKSHEET FOR GOATS

(Extra Page)

[illegible][illegible]

12. INVESTMENTS

[illegible]

13. ANY OTHER INFORMATION RELEVANT TO YOUR FINANCIAL STATEMENTS

[illegible]