



214 Main Road, Tawa, Wellington.
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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 2020

1. 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.

2. 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. __/__/2020

3. QUESTIONNAIRE & TERMS OF ENGAGEMENT

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

4. 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 | | |
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| Accountants Adjustments: | | | |
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| 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 (\$) |
|-----------------|-------------|
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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. |
|-----------------------|------|------|-----|
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| 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. |
|------------------|----|------|-----|
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| Total (4) | | | |

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|--------------------------|--|
| 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)

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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. |
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| 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. |
|------------------|----|------|-----|
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| Total (4) | | | |

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|---------------------------|--|
| 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. |
|-----------------|------|------|-----|
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| TOTAL(2) | | | |

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|-----------------------|------|
| 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. |
|------------------|----|------|-----|
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| 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]

**TERMS OF ENGAGEMENT between Tawa Financial Services Limited/TFS Chartered Accountants
Limited (TFS) and The Client
Effective: 01 April 2015**

The client accepts responsibility for the accuracy and completeness of the information supplied which is to be used in the preparation of Financial Statements. TFS is not to complete an audit, nor does the client wish to undertake a detailed review of their affairs in order to substantiate the accuracy of the information, and therefore TFS is unable to provide assurance on the Financial Statements. The client understands that TFS work cannot be relied on to detect error and fraud. The client understands that the Financial Statements will be prepared at their request and for purposes only that TFS will not be liable for any losses, claims or demands by any third person. The client also accepts responsibility for all other records and information supplied to TFS and for any failure by them to supply all relevant records and information to TFS.

The client acknowledges that TFS will charge for their work based on time engaged and that invoices issued by TFS are payable by the 20th of the month following the date of the invoice unless a special arrangement has been made in writing. The client agrees to accept liability for TFS charges arising from those services the client has asked TFS to undertake. If payment is not received by the due date an administration fee may be charged on all overdue amounts in addition to any other charges. All costs incurred by TFS as a result of a default by the client, including but not limited to administration charges, debt collection costs, and legal costs as between solicitor and client, will be payable by the client.

The client authorizes TFS to contact the client's Banks, Solicitors, and Inland Revenue for the purpose of obtaining information necessary to complete the client's Tax Returns and Financial Statements. The client acknowledges that this information would not otherwise be available due to the Privacy Act restrictions, but the client gives their full authority for this statement to be used as written confirmation of the client's agreement to TFS obtaining information from the Banks, Solicitors and Inland Revenue for the above mentioned purposes.

The client authorizes TFS to act as the client's tax agent and to link the clients IRD numbers onto its Agency with Inland Revenue for all tax types and associated entities. The client authorizes TFS to communicate on their behalf with Inland Revenue by way of phone, fax, email or internet. The client authorizes TFS to sign tax returns on the client's behalf. The arrangements outlined in this Terms of Engagement will apply for the preparation of the Tax Returns of the client's associated entities also.

The client authorizes TFS to act as the client's agent for ACC levy purposes for all associated entities and to link the client's ACC Number onto its Agency with Accident Compensation Corporation (ACC). The client authorizes TFS to communicate on their behalf with ACC by way of phone, fax, email or internet.

The client authorizes TFS to act as the client's agent with the Companies Office for the purpose of Filing Annual Returns and updating records. The client authorizes TFS to communicate on their behalf with the Companies Office by way of phone, fax, email or internet.

These terms will continue in effect from year to year unless it is agreed in writing to change them.

Signed: _____ Designation _____

Signed: _____ Designation: _____

Dated this day of 2020