

**Individual / Rental / Small Business Questionnaire Balance Date / / .**

**Ensure this questionnaire is completed, signed and included with your records**

**Client Name:**

To: ExpertEase Limited

**Annual Engagement**

I/We \_\_\_\_\_ (**client name**) hereby instruct you to prepare my/our Financial Statements and Taxation Returns for the year/period ending \_\_\_\_ / \_\_\_\_ / \_\_\_\_, including the IR3 individual tax returns.

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, dairy companies, suppliers and all government agencies to obtain such information as you require in order to carry out the above assignments.

Accident Compensation Corporation: I/We authorise your organisation to act as my/our agent for ACC levy purposes for all associated entities. This authorisation allows your organisation to query and change information on my/our ACC levy account(s) through ACC staff, and through ACC Online Services.

You are hereby specifically authorised to sign my/our Inland Revenue returns on my/our behalf if required. These authorities are to continue until further notice by either party.

**Financial Statements prepared by us will carry the following disclaimer:**

We have compiled the financial information based on information provided to us which has not been subject to an audit or review engagement.

Accordingly, neither I nor any of my employees accept any responsibility for the reliability, accuracy or completeness of the compiled financial information nor do we accept any liability of any kind whatsoever, including liability by reason of negligence, to any person for losses incurred as a result of placing reliance on the compiled financial information.

**Signature** \_\_\_\_\_

**Date** \_\_\_\_\_

<b>Records Required</b>	<input type="checkbox"/>	<b>Comments</b>
<b>Wages/National Superannuation/Benefits/ Student Loan</b>		
Please provide us with the names of any organisations you have received the following from: * Wages * ACC payments * National Superannuation * Any other benefits * Do you have a student Loan? In most cases IRD will have sent us these details direct, however we do need to check all details have been included.	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
<b>Change in business activity</b>		
Has there been a change in business activity or something else we need to be aware of in preparing your accounts this year?	<input type="checkbox"/>	
<b>Interest and Dividends</b>		
<ul style="list-style-type: none"> <li>▪ For interest received, you should have an annual advice from the bank showing the withholding tax deducted. (RWT certificate)</li> <li>▪ If any dividends are taken as bonus shares, also include these advice slips</li> </ul>	<input type="checkbox"/> <input type="checkbox"/>	
<b>Thank you for completing this questionnaire. Please do not forget to sign it and send with all required information.</b>		

<b>Business Income</b>		<input type="checkbox"/>	
Please supply invoices, statements and details of the following, if you've received income from business activity			
<ul style="list-style-type: none"> <li>• Details/ Invoices of Income and Expenses</li> <li>• Loan and Bank statements</li> <li>• GST, PAYE and FBT returns and workpapers</li> <li>• Schedule of Accounts receivable (Debtors) and Payable (creditors)</li> <li>• Stock on Hand</li> <li>• Cash on Hand</li> <li>• Legal fees</li> <li>• Invoices for any Assets Purchased over \$1000</li> <li>• Details of assets scrapped, stolen or lost</li> <li>• Lease and Hire purchase agreements</li> <li>• Details of goods taken for private use</li> <li>• Details of expenses or deposits paid from or to a personal account or received in cash.</li> </ul>			
<b>Rental and Leased Property</b>			
Please provide details of all rental income and expenses including bank and lending details.		<input type="checkbox"/>	
<b>Motor Vehicles (if not subject to FBT)</b>		<b>Home Office Expenses</b>	
The proportion of motor vehicle business use as established in your vehicle log book(s) is/are:		If part of your home is set aside principally for use as an office/workshop/storage area, please provide the following details:	
<b>Vehicle Description:</b> _____  Business _____ km Total _____ km Percentage Business _____ %  <b>Vehicle Description:</b> _____  Business _____ km Total _____ km Percentage Business _____ %		Power \$ _____ Business Area _____ Insurance (Building only) \$ _____ M _____ Interest (House Mortgage) \$ _____ Rates \$ _____ Total Area Repairs & Maintenance \$ _____ M _____ Other \$ _____ <b>Total</b> \$ _____	
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.			
<b>Distributions from Partnerships, Trusts, Estates and Companies</b>			
Please supply details of income received.		<input type="checkbox"/>	
<b>Overseas</b>			
Include overseas interest, dividends, wages received and taxation paid. <b>Note:</b> New Zealand residents are liable for tax on all world-wide income.		<input type="checkbox"/>	
Please attach all of your investments advisor's reports. This information is required so we can calculate if any income needs to be declared under the FIF (Foreign Investment Fund) rules.			
<b>Any Other Income/investments</b>			
<b>Attach details</b>		<input type="checkbox"/>	
<ul style="list-style-type: none"> <li>▪ Income Replacement Insurance Policy – provide details of premiums and claims</li> <li>▪ Look Through Company – if you have been allocated a share of a loss other than from a company that we are aware of, please provide details</li> <li>▪ Any investment portfolios e.g. Craigs; Sharesies; JB Were;</li> <li>▪ CRYPTO CURRENCY: e.g. Bitcoin (BTC);Ethereum (ETH); XRP, NFT's</li> </ul>			
<b>Donations</b>			
Do you want us to complete your rebate claim form? Yes <input type="checkbox"/> No <input type="checkbox"/>			
Did you make any donations via payroll giving in the year? Yes <input type="checkbox"/> No <input type="checkbox"/>			
If so, please attach receipts.			

# Farming Questionnaire

Balance Date

/ /

## Client Name

Please complete with information we need for your Farm Accounts and Income Tax Return  
*Information to send:*

- |                                                                                                                     |                                |                                 |                                                                                                                                                                                                                                      |
|---------------------------------------------------------------------------------------------------------------------|--------------------------------|---------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1. Does the farm employ staff?                                                                                      | No<br><input type="checkbox"/> | Yes<br><input type="checkbox"/> | Wage reconciliations if completed<br>PAYE returns<br>Details of wages owing at year end,<br>including holiday pay, days in lieu and<br>bonuses.<br>Details of how much Holiday Pay will be<br>paid within 63 days after balance date |
| 2. Did you provide accommodation as part of farm employment during the year? What was the value of the weekly rent? | No<br><input type="checkbox"/> | Yes<br><input type="checkbox"/> |                                                                                                                                                                                                                                      |
| 3. Has there been a purchase or sale of a farm, land or buildings?                                                  | No<br><input type="checkbox"/> | Yes<br><input type="checkbox"/> | Settlement statement<br>Sale and purchase agreement<br>Lawyers invoice<br>Valuation                                                                                                                                                  |
| 4. Did you receive any farm proceeds that were not deposited in the farm bank account?                              | No<br><input type="checkbox"/> | Yes<br><input type="checkbox"/> | Details of amounts received                                                                                                                                                                                                          |
| 5. Were any goods taken for personal use?                                                                           | No<br><input type="checkbox"/> | Yes<br><input type="checkbox"/> | Value of goods taken                                                                                                                                                                                                                 |
| 6. Have you been directly financially affected by a natural disaster or made an insurance claim this year?          | No<br><input type="checkbox"/> | Yes<br><input type="checkbox"/> | Provide details                                                                                                                                                                                                                      |
| 7. Did the farm own rental properties?                                                                              | No<br><input type="checkbox"/> | Yes<br><input type="checkbox"/> | If yes, please provide all details of rent and related expenses.                                                                                                                                                                     |

8. Any other relevant information that may be helpful to us

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Table B - Consumables on Hand		
<p>If the value of total unused consumables on hand at balance date <b>exceeds \$58,000</b>, 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 &amp; Oil</p> <p>Fencing Materials</p> <p>Water Piping &amp; 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> <p style="padding-left: 40px;">Hay</p> <p style="padding-left: 40px;">Silage</p> <p style="padding-left: 40px;">Maize Silage</p> <p style="padding-left: 40px;">Grain</p> <p style="padding-left: 40px;">Palm Kernel</p> <p style="padding-left: 40px;">Other</p> <p><b>Total Cost</b></p>	<input type="checkbox"/>	\$  _____ _____ _____ _____ _____ _____ _____ _____ _____ _____ _____ _____ _____ _____

**Table C  
Livestock – Horse Tallies**

Ensure this is completed and included with your records

Horses Name	Horses Age

## Table C

### Livestock – Cattle Tallies

Ensure this is completed and included with your records

- 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	Opening Stock	Plus natural increase	Plus Purchases	Less Deaths & losses	Less Sales	Total at end of year
<b>Beef Breeds &amp; Beef Crosses</b>						
Beef Rising one year heifers						
Beef Rising two year heifers						
Beef Mixed age cows						
Beef Breeding Bulls						
Beef Rising one year Steers						
Beef Rising one year Bulls						
Beef Rising two year Steers						
Beef Rising two year Bulls						
Beef Rising three year Steers						
Beef Ring three year Bulls						
<b>Friesian and Related Breeds</b>						
Rising one year heifers						
Rising two year heifers						
Mixed age cows						
Breeding Bulls						
Rising one year steers						
Rising one year bulls						
Rising two year steers						
Rising two year bulls						
Rising three year steers						
Rising three year bulls						
<b>Jersey and Other Dairy Breeds</b>						
Rising one year heifers						
Rising two year heifers						
Mixed age cows						
Breeding bulls						
Rising one year steers						
Rising one year bulls						
Rising two year steers						
Rising two year bulls						
Rising three year steers						
Rising three year bulls						
Peak Milking Cow Numbers for the last season						
Effective Milking Hectares for the last season						

### Table C - Livestock – Sheep Tallies

Ensure this is completed and included with your records

- 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	Opening stock	Plus natural increase	Plus purchases	Less deaths & losses	Less sales	Number of Sheep at Year End
<b>Sheep</b>						
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						
<b>TOTAL</b>						
<b>Sheep bred during the year (Lambs docked last spring)</b>						

<b>Wool</b>	
Total kg's of wool on hand at Balance Date	
Date the wool was actually sold	
Net Proceeds received	

### Table C – Livestock – Deer Tallies

Ensure this is completed and included with your records

- 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	Opening stock	Plus natural increase	Plus purchases	Less deaths & losses	Less sales	Number of Deer At Year End
<b>Red Deer</b>						
Rising one year hinds						
Rising two year hinds						
Mixed age hinds						
Rising one year stags						
Rising two year and older stags						
Breeding Stags						
<b>TOTAL</b>						
<b>Fawns bred during the year</b>						

**Table C – livestock– Deer Tallies continued**

<b>Description</b>	<b>Opening stock</b>	<b>Plus natural increase</b>	<b>Plus purchases</b>	<b>Less deaths &amp; losses</b>	<b>Less Sales</b>	<b>Number of Deer at Year End</b>
<b>Wapiti, Elk and Related Crossbreeds</b>						
Rising one year hinds						
Rising two year hinds						
Mixed age hinds						
Rising one year stags						
Rising two year and older stags						
Breeding stags						
<b>TOTAL</b>						
<b>Fawns bred during the year</b>						