

## Financial Statements Questionnaire – 2024

Ensure this questionnaire is completed and included with your records

Client Name		Phone:	
Balance Date		Email:	

**To: Hunter Withers Limited**

### Terms of Engagement

I/We hereby instruct you, Hunter Withers Limited and staff/contractors as applicable to prepare my/our Financial Statements and Taxation Returns for the year/period ending 2024. 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.

All other terms and conditions of this engagement are the same as those referred to in the original Engagement Letter I/we signed when I/we became a client.

I/We also accept that you have the right to charge interest on overdue accounts at the rate of 1.5% per month, and that all accounts are due for payment by the 20<sup>th</sup> 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.

Authority is given to obtain information from Inland Revenue, other government agencies and financial institutions about all tax types (except child support), bank and loan accounts in order to complete the above assignments. This includes obtaining information through all Inland Revenue media and communication channels including electronic ones.

I/We authorise your organisation to act as 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 MyACC for Business. This authority will also allow your organisation's main representative discretion to delegate access to my/our ACC information to other members of your organisation. Other delegated members of your organisation will also be able to query and change information on my/our ACC levy account.

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.

*The authority to act must be signed by all appropriate signatories i.e. all partners in a partnership, trustees in a trust and directors in a company (except where recorded that one director has specific signing authority, or one person has recorded delegated authority from the other owners/members to sign on their behalf).*

Name	IRD Number	Signature	Date
Client Name 1	IRD Number 1		
Client Name 2	IRD Number 2		
Client Name 3	IRD Number 3		
Client Name 4	IRD Number 4		
Client Name 5	IRD Number 5		

**Under the Companies Amendment Act 2014 there is now a requirement for all directors to provide their place of birth and date of birth AND in addition, there must be at least one director that either lives in New Zealand; or lives in Australia and is a director of a company incorporated in Australia:**

Director	Date of birth	City / Town of birth	Country of birth	Current residential address
Client Name 1				
Client Name 2				
Client Name 3				
Client Name 4				
Client Name 5				

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?	Yes <input type="checkbox"/> No <input type="checkbox"/> (Tick One)
If your accounts are to be supplied to your bank, please advise the name of your current bank manager:	
Has the nature of your business changed in any way during the past 12 months? If yes, please provide brief details: <hr/> <hr/> <hr/> <hr/> <hr/>	

Records Required	✓	Comment
<b>Bank Statements, Cash books, etc</b>		
<p>Where an <b>online accounting system</b> is used (e.g. Xero / MYOB), please provide:</p> <ul style="list-style-type: none"> <li>▪ Final bank statement for the year for all bank accounts</li> </ul> <p>Where a non cloud based computerised accounting system is used please provide the following:</p> <ul style="list-style-type: none"> <li>▪ General Ledger Detailed, General Ledger Summary, Trial Balance, Profit &amp; Loss, Balance Sheet, GST Reconciliation.</li> <li>▪ Copy of bank reconciliation as at balance date for all bank accounts.</li> <li>▪ Final bank statement for the year for all bank accounts</li> </ul> <p>Where a <b>Cashbook (computerised / manual) or no system</b> is used, please provide:</p> <ul style="list-style-type: none"> <li>▪ Cashbook (if one is kept, including one-month past balance date)</li> <li>▪ Copy of bank reconciliation as at balance date for all bank accounts</li> <li>▪ Bank statements for the full year for all bank accounts</li> </ul> <p><b>Note:</b> If no cashbook has been kept, please ensure that bank statements include the details of what each deposit and withdrawal was for.</p>	<input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>	
<b>Loan Statements</b>		
Supply a copy of any loan transaction statements for the financial year up to your balance date, including loans that have been refinanced or repaid during the year.	<input type="checkbox"/>	
<b>Employers – Wages paid to Employees</b>		
Supply a month-by-month summary of gross wages, termination or incentive payments and PAYE deductions as returned to the IRD. (Not required if you use Xero Payroll).	<input type="checkbox"/>	
<b>Covid-19 Wage Subsidy and other Covid-19 support payments</b>		
<b>Have you received the Covid-19 Leave Support Payments? (please note all dates and receipts)</b>		<input type="checkbox"/>
Date rec: __/__/__ \$ _____	Date rec: __/__/__ \$ _____	
Date rec: __/__/__ \$ _____	Date rec: __/__/__ \$ _____	
Date rec: __/__/__ \$ _____	Date rec: __/__/__ \$ _____	
<p>Where Covid-19 Leave Support Payments have been received for stakeholders (shareholders/partners/trustees/beneficiaries/owners) of the business please provide details of the following:</p> <ul style="list-style-type: none"> <li>• Amounts received for each stakeholder</li> <li>• Whether amounts received were for full-time or part-times</li> </ul>		<input type="checkbox"/>
<b>Have you received a Covid-19 Cultural Sector Emergency Relief Grant or any other Covid-19 support payments?</b>		<input type="checkbox"/>
Please provide details if it is an “other” Covid-19 support payment		
Date rec: __/__/__ \$ _____		
Date rec: __/__/__ \$ _____		
<b>Have you received the Covid-19 Small Business Loan?</b>		<input type="checkbox"/>
Date rec: __/__/__ \$ _____		
<b>Have any amounts of Covid-19 support payments been repaid back?</b>		<input type="checkbox"/>
Please provide details of payment and reason for repayment		
Date paid back: __/__/__ \$ _____	Reason: _____	
	_____	
	_____	
	_____	
	_____	
	_____	

<b>Fringe Benefit Tax (FBT) Returns</b>		
Supply copies of Fringe Benefit Tax (FBT) returns and work papers.	<input type="checkbox"/>	
<b>Goods &amp; Services Tax (GST) Returns</b>		
Please supply copies of Goods & Services Tax (GST) returns and work papers if not filed via Xero.	<input type="checkbox"/>	
<b>Interest and Dividend Certificates</b>		
Supply copies of certificates.	<input type="checkbox"/>	
<b>Lease Details</b>		
Supply copies of lease agreements for non-building assets (e.g. motor vehicles, equipment).	<input type="checkbox"/>	
<b>Foreign Income</b>		
Details of any foreign income received, and any tax deducted from this.	<input type="checkbox"/>	
<b>Accounts Receivable (Debtors) – see attached Schedule 1</b>		
All accounts or amounts owing to you at balance date should be scheduled. <b>Exclude</b> any bad debts. To enable bad debts to be excluded from income, these must be written off prior to balance date.	<input type="checkbox"/>	Total at Balance Date: \$ _____ GST Included <input type="checkbox"/> Excluded <input type="checkbox"/>
<b>Accounts Payable (Creditors) – see attached Schedule 2</b>		
All accounts or amounts owing by you at balance date should be scheduled indicating name of creditor, amount and what the debt is for.	<input type="checkbox"/>	Total at Balance Date: \$ _____ GST Included <input type="checkbox"/> Excluded <input type="checkbox"/>
<b>Cash on Hand</b>		
*Cash on Hand           \$ _____           Date banked __/__/__	<input type="checkbox"/>	
Petty Cash                \$ _____	<input type="checkbox"/>	
Till Floats/Cash Floats   \$ _____	<input type="checkbox"/>	
*(Include cash sales prior to balance date but not banked until after balance date)		
<b>Stock on Hand</b>		
<b>Stock</b> Stock should be physically counted at balance date and adequate records retained to substantiate the dollar value arrived at.  Please note that if you estimate your stock to be less than \$10,000 at the end of your income year, you may have the option of not physically counting your stock. In these circumstances we will assume that your closing stock is the same as your opening stock. Please indicate if you would like to use this option.	<input type="checkbox"/>  <input type="checkbox"/>	Valued at lower of: ▪ cost <input type="checkbox"/> ▪ net realisable value <input type="checkbox"/> ▪ market value <input type="checkbox"/> \$ _____ GST Included <input type="checkbox"/> Excluded <input type="checkbox"/>
<b>Work in Progress</b> Include material costs, labour costs and overhead costs. Briefly, how was this calculated? _____ _____	<input type="checkbox"/>	\$ _____ GST Included <input type="checkbox"/> Excluded <input type="checkbox"/>
<b>Prepayments Made</b> Balance of any payments made before balance date for goods or services not received or used by balance date.	<input type="checkbox"/>	\$ _____ GST Included <input type="checkbox"/> Excluded <input type="checkbox"/>
<b>Income in Advance</b> Balance of any receipts received before balance date for goods or services not provided by balance date.	<input type="checkbox"/>	\$ _____ GST Included <input type="checkbox"/> Excluded <input type="checkbox"/>

<b>Capital Expenditure</b>		
<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"> <li>▪ Hire purchase or loan agreements</li> <li>▪ Lease agreements</li> <li>▪ All legal statements and agreements</li> <li>▪ Trade-in details</li> <li>▪ Lost, stolen or scrapped items</li> <li>▪ Insurance pay out</li> <li>▪ Copy of Tax Invoices</li> </ul> <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"/> <input type="checkbox"/> <input type="checkbox"/>	
<b>Transactions Not Through the Business</b>		
<p>Were all sales banked into your business trading bank account? Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>If No, list amounts not banked and when they were lodged:</p> <p>_____</p> <p>_____</p> <p>_____</p>		<p>Personal \$ _____</p> <p>Business \$ _____</p> <p>Other bank accounts \$ _____</p>
<b>Other Taxable or Non-Taxable Income</b>		
<p>Did you receive income from any other sources either taxable or non-taxable?</p> <p>If Yes, please provide details (e.g. Uber, Airbnb, services through platforms such as Pocket Job, Airtasker etc).</p>	<input type="checkbox"/>	
<b>Legal and Loan Documents</b>		
<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.</p>	<input type="checkbox"/>	
<b>Business Expenses</b>		
<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"> <li>▪ Insurance premiums</li> <li>▪ Legal fees</li> </ul>	<input type="checkbox"/> <input type="checkbox"/>	
<b>Private Use</b>		
<p>Value of goods taken for private use at their <b>cost</b> price.</p>	<input type="checkbox"/>	<p>\$ _____</p> <p>GST Incl <input type="checkbox"/> Excl <input type="checkbox"/></p>
<b>Expenses paid in Cash or from Personal Funds</b>		
<p>Please provide a list if applicable.</p> <p>-</p> <p>-</p> <p>-</p>	<input type="checkbox"/>	
<b>Residential Land Withholding Tax</b>		
<p>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. IR 1100 Residential land withholding tax return and other sale and purchase documents.</p>	<input type="checkbox"/>	

<b>Residential property sales</b>																												
<p>Have you sold any residential property during the year (not otherwise detailed on the information provided)?</p> <p>If yes, when was the property purchased?</p> <p>If it was purchased with 10 years of the sale date,</p> <ul style="list-style-type: none"> <li>• what was the original purchase price</li> <li>• and the sale price?</li> </ul>	<div style="text-align: right; margin-bottom: 10px;"><input type="checkbox"/></div> <hr style="border: 0; border-top: 1px solid black; margin-bottom: 5px;"/> <div style="text-align: right; margin-bottom: 10px;">\$ _____</div> <div style="text-align: right;">\$ _____</div>																											
<b>Mortgage Interest Paid on Residential Properties</b>																												
<p>Have you incurred interest on residential properties owned (which is not your main family home or a 'new build*')? Is the interest also against properties other than residential rentals? If so, please provide details of amount of interest and dates paid.</p> <p>* A new build is a self-contained residence that receives a Code Compliance Certificate confirming the residence was added to the land on or after 27 March 2020</p>	<div style="text-align: right; margin-bottom: 10px;"><input type="checkbox"/></div>																											
<b>Research and Development</b>																												
<p>Have you spent an amount on research and development during the income year? If so, provide ledger accounts and details of expenditure</p>	<div style="text-align: right; margin-bottom: 10px;"><input type="checkbox"/></div>																											
<b>Motor Vehicles</b>																												
<p>The proportion of motor vehicle business use as established by your vehicle log book(s) is/are:</p>																												
<p><b>Vehicle Description:</b></p> <p>_____</p> <p>Business _____ km</p> <p>Total _____ km</p> <p>Percentage Business _____ %</p>	<p><b>Vehicle Description:</b></p> <p>_____</p> <p>Business _____ km</p> <p>Total _____ km</p> <p>Percentage Business _____ %</p>																											
<p>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>																												
<b>Home Office Expenses</b>																												
<p>If part of your home is set aside principally for use as an office/workshop/storage area, please provide the following details:</p> <p>Address for Home Office _____</p> <p>Home Office area: - no change as per previous year <input type="checkbox"/></p> <p>OR</p> <p>Area used for Business: _____ m<sup>2</sup></p> <p>Total Area of House &amp; Workshop: _____ m<sup>2</sup></p> <p><u>Actual Cost Method</u></p> <table style="width: 100%; border: none;"> <tr> <td style="width: 50%;">Power</td> <td style="width: 25%;">\$ _____</td> <td style="width: 25%;"><u>OR IRD Square Metre Rate Method</u> (see below note)*</td> </tr> <tr> <td>Insurance (Building &amp; Contents)</td> <td>\$ _____</td> <td></td> </tr> <tr> <td>Interest (House Mortgage)</td> <td>\$ _____</td> <td>Interest (House Mortgage) \$ _____</td> </tr> <tr> <td>Rates (including regional council rates)</td> <td>\$ _____</td> <td>Rates (including regional council rates) \$ _____</td> </tr> <tr> <td>Rent</td> <td>\$ _____</td> <td>Rent \$ _____</td> </tr> <tr> <td>Repairs &amp; Maintenance</td> <td>\$ _____</td> <td></td> </tr> <tr> <td>Telephone rental</td> <td>\$ _____</td> <td></td> </tr> <tr> <td>Other</td> <td>\$ _____</td> <td></td> </tr> <tr> <td><b>Total</b></td> <td><b>\$ _____</b></td> <td></td> </tr> </table> <p style="font-size: small; margin-top: 10px;">*Would you like to use the IRD rate? Currently it is \$47.85 per square metre. This allowance doesn't cover Mortgage Interest, Rates or Rent costs so we would still require these amounts.</p>		Power	\$ _____	<u>OR IRD Square Metre Rate Method</u> (see below note)*	Insurance (Building & Contents)	\$ _____		Interest (House Mortgage)	\$ _____	Interest (House Mortgage) \$ _____	Rates (including regional council rates)	\$ _____	Rates (including regional council rates) \$ _____	Rent	\$ _____	Rent \$ _____	Repairs & Maintenance	\$ _____		Telephone rental	\$ _____		Other	\$ _____		<b>Total</b>	<b>\$ _____</b>	
Power	\$ _____	<u>OR IRD Square Metre Rate Method</u> (see below note)*																										
Insurance (Building & Contents)	\$ _____																											
Interest (House Mortgage)	\$ _____	Interest (House Mortgage) \$ _____																										
Rates (including regional council rates)	\$ _____	Rates (including regional council rates) \$ _____																										
Rent	\$ _____	Rent \$ _____																										
Repairs & Maintenance	\$ _____																											
Telephone rental	\$ _____																											
Other	\$ _____																											
<b>Total</b>	<b>\$ _____</b>																											

**Mixed Use Holiday Home**

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 or more 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 Home – 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**

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

If Yes, provide details:

Description: \_\_\_\_\_ Market value: \$ \_\_\_\_\_

Was the asset unused for 62 days or more in the income year? Yes  No

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) \_\_\_\_\_

<b>Cryptoassets</b>		
Have you received or traded in cryptoassets during the income year? If so, please provide the following information:		<input type="checkbox"/>
<ul style="list-style-type: none"> <li>• The type of cryptoasset</li> <li>• For each transaction provide the date, type of transaction i.e. received or disposed of, number of units, value in NZD</li> <li>• Total units of each cryptoasset held at the beginning and end of the year</li> <li>• Exchange records and bank statements</li> <li>• Wallet addresses</li> </ul>		
<b>IRD Disclosure requirement information (excluding non-active trusts)</b>		
If not provided already, could you please provide a copy of the trust deed and any amendments made to this.		<input type="checkbox"/>
Please provide the following information for all <b>settlers</b> and <b>beneficiaries</b> of the Trust:		<input type="checkbox"/>
<ul style="list-style-type: none"> <li>▪ Full name</li> <li>▪ Date of birth or commencement date (for non-individuals)</li> <li>▪ Jurisdiction of tax residency (if not NZ)</li> <li>▪ IRD number (or Tax Identification Number for those not resident in NZ)</li> </ul>		<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Please provide details of any settlements made to the Trust by settlers or any other persons (including those valued at zero)		<input type="checkbox"/>
Please provide details of any distributions made to beneficiaries, including the following:		<input type="checkbox"/>
<ul style="list-style-type: none"> <li>▪ Distributions of accounting income</li> <li>▪ Distributions of capital, corpus or trust assets</li> <li>▪ Use of trust property for less than market value</li> <li>▪ Forgiveness of debt</li> </ul>		<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
If not already provided above, can you please provide the following details of any person who has the power to appoint/dismiss a trustee, add/remove a beneficiary, or to amend the trust deed.		<input type="checkbox"/>
<ul style="list-style-type: none"> <li>▪ Full name</li> <li>▪ Date of birth or commencement date (for non-individuals)</li> <li>▪ Jurisdiction of tax residency (if not NZ)</li> <li>▪ IRD number (or Tax Identification Number for those not resident in NZ)</li> </ul>		<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
<b>Gifting Programme</b>		
Please advise details of gifts made to your trust during the financial year. If you have copies of the gifting documentation from your solicitor, please attach	<input type="checkbox"/>	Date of Gift _____
Please provide any acknowledgement of debts if available.	<input type="checkbox"/>	Amount \$ _____
<b>Overseas</b>		
<ul style="list-style-type: none"> <li>▪ Supply details of overseas interest, dividends, wages received, any other income, and taxation paid</li> <li>▪ Provide details of any overseas investments held at any time during the financial year</li> <li>▪ Attach all of your investments advisor's reports</li> </ul>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
Have you at any point in your lifetime, ever contributed to a foreign superannuation scheme, even if you cannot receive the benefits until you retire?	<input type="checkbox"/>	
<b>Any other Income</b>		
Attach details:		<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 or Partnerships – if you have been allocated a share of income or a loss other than from a company that we are aware of, please provide details</li> <li>▪ Did you receive income from any other sources either taxable or non-taxable? If Yes, please provide details (e.g. Uber, Airbnb, services through platforms such as Pocket Job, Airtasker etc).</li> </ul>		<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
<b>Donations</b>		
Do you want us to complete your rebate claim form? Yes <input type="checkbox"/> No <input type="checkbox"/> If so, please attach receipts.		<input type="checkbox"/>



**\*Farms Only\***

**Development Expenditure**

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.

**Consumables on Hand**

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.

Please estimate the cost (Excluding GST) of consumables on hand

Petrol, Diesel & Oil	\$ _____	Purchased Stock Feed (at cost):	
Fencing Materials	\$ _____	Hay	\$ _____
Water Piping & other items held for water system repairs	\$ _____	Silage	\$ _____
Dairy Shed Supplies (Cleaning Products, Teat Spray etc)	\$ _____	Maize Silage	\$ _____
Shearing Shed Supplies	\$ _____	Grain	\$ _____
Animal Health Products (e.g. drench, dip, mastitis treatment Products)	\$ _____	Palm Kernel	\$ _____
Other farm stores	\$ _____	Other	\$ _____
Fertiliser	\$ _____		

**Unsold Produce**

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

Category	Quantity	Estimated Value (Excl GST)
Wool	_____ kg	\$ _____
Timber	_____ kg	\$ _____
Hay	_____ Tonnes dry matter	\$ _____
Silage	_____ Tonnes dry matter	\$ _____
Grain	_____ Tonnes	\$ _____
Honey	_____ kg	\$ _____
Firewood	_____ kg	\$ _____
Other Produce, Harvested Crops & Fruit	_____ kg	\$ _____
_____	_____ kg	\$ _____
_____	_____ kg	\$ _____
<b>Total Value</b>		<b>\$ _____</b>

**Private Use**

Value of goods taken for private use at their cost price (excluding livestock).

Goods taken for own use	Quantity	
Sheep	_____ kg	<input type="checkbox"/>
Cattle	_____ kg	
Pigs	_____ Tonnes dry matter	
Milk	_____ Tonnes dry matter	\$ _____
Other _____	_____ Tonnes	GST Included <input type="checkbox"/> Excluded <input type="checkbox"/>

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

**Schedule 1 – Accounts Receivable (Debtors)**  
 Amounts owing to you at your balance date (i.e 31 March 2024)

Client Name	
-------------	--

Name of Debtor	Description of Sale	Code	Total Incl GST
<b>Totals</b>			

**Schedule 2 – Accounts Payable (Creditors)**  
 Amounts owing by you at your balance date (i.e 31 March 2024)

Name of Creditor	Description of Goods	Code	Total Incl GST
<b>Totals</b>			