



Information Required Summary	Tick
The below information is required in respect of your farming business	
1. <b>Financial records</b> for year – complete <b>schedule 1</b>	
2. Farm <b>statistical information</b> – complete <b>schedule 2</b>	
3. Details of <b>feed/wool on hand</b> at balance date – complete <b>schedule 3</b>	
4. Details of <b>goods taken</b> for own use and employee use – complete <b>schedule 4</b>	
5. Details of <b>rations</b> provided – complete <b>schedule 5</b>	
6. <b>Out of Pocket Expenses</b> – complete <b>schedule 6</b>	
7. <b>Livestock on hand</b> at balance date – complete <b>schedule 7</b>	
8. <b>Accounts payable</b> at balance date – complete <b>schedule 8</b>	
9. <b>Accounts receivable</b> at balance date – complete <b>schedule 9</b>	
10. Details of <b>fixed asset</b> purchases and sales – complete <b>schedule 10</b>	
11. All <b>mortgage &amp; bank loan</b> statements for the year	
12. All <b>hire purchase</b> contracts – new and existing	
13. All <b>Fonterra</b> statements (including share/dividend statements)	
14. All invoices for <b>livestock sales and purchases</b> including <b>Rural Livestock</b> or <b>Flexi Stock</b> accounts	
15. Do you have <b>consumables on hand</b> of more than \$58,000? If so, please provide details. Includes feed purchased, fuel, fertiliser etc	
16. <b>Rebate, dividend &amp; share notices</b> for Alliance, Ballance, Farmlands, LIC, NZ Wool Services, Ravensdown, Silver Fern Farms, Wool Equities	
17. Copies of <b>GST Returns</b> and <b>FBT Returns</b> filed and your workings	
18. All farm <b>insurance</b> invoices, finance arrangements and detail of any <b>insurance claims</b>	
19. <b>Wages Paid</b> – Please supply details of total wages paid to your employees for this financial year (copies of your IR348 Employer Monthly Schedules or your year end reconciliation paper)	
<p><b>Accrued Employee Entitlements</b> – Are accruals for employee entitlements (including bonuses, commissions, holiday pay, long services leave, etc) calculated to year end and included in the financial information provided?</p> <p style="text-align: right;"><b>Yes/No</b></p> <p>Such monetary remuneration is only deductible when it is incurred by year end and has been paid out to employees either in the year or within 63 days of year end.</p> <p>Of calculated accruals, how much was paid within 63 days of year end?     \$ _____</p>	
20. <b>Interest received &amp; RWT certificates</b> issued by banks and financial institutions	
21. <b>Investment</b> statements showing values at balance date and details of any purchases / deposits or sales / withdrawals	
22. <b>Dividends received</b> – attach dividend advices.	
23. All <b>legal</b> invoices, statements, sale & purchase agreements or other documentation	
24. Invoices for any <b>unusual transactions</b> requiring further detail, large <b>repairs and maintenance</b> amounts	

<b>Personal Tax Information</b>		<b>Tick</b>
For each individual tax return also required please provide the following information		
1. <b>Salary, wages</b> , NZ Superannuation, withholding income – We will receive direct from Inland Revenue		N/A
2. <b>Other income</b> received with no tax deducted		
3. <b>Interest received &amp; RWT certificates</b> issued by banks and financial institutions		
4. <b>Dividends received</b> – attach dividend advices		
5. <b>Rental property income</b> – please print and <b>complete schedule</b> from our website		
6. <b>Share / bond purchases or sales</b> – attach documentation		
7. <b>PIE / Kiwisaver</b> income – attach PIE tax statements		
8. <b>Overseas</b> income or overseas investment income		
9. All <b>donation</b> receipts		
10. Income or losses from an <b>estate, trust, partnership or Look-through company</b> that we do not prepare accounts for		
11. <b>Deductible expenses</b> – attached details of expenses incurred in earning income e.g. loss of income insurance, interest on loans used to acquire investments		
12. <b>Student loan</b> tick if you have a student loan		
13. <b>Working for families</b> – please print and <b>complete schedule</b> from our website		
14. Do you want us to prepare your <b>children's tax returns?</b> If so, provide the above information for them		

## 1. FINANCIAL INFORMATION

<b>Cash Manager Rural</b>	<b>Tick</b>
Ensure final GST for the year has been completed	
Ensure bank reconciliation is complete to balance date	
If an online user, ensure cashmanager@mdp.co.nz is a user for the file	
If not an online user, please provide a backup of your Cash Manager file by email or USB	
All bank statements for bank accounts not processed in Xero/MYOB	
Bank statement showing balance at balance date for accounts processed in Xero/MYOB	

<b>Xero</b>	<b>Tick</b>
We will have access to your Xero file so you do not need to provide any reports	
All bank statements for bank accounts not processed in Xero/MYOB	
Bank statement showing balance at balance date for accounts processed in Xero/MYOB	

<b>Banklink</b>	<b>Tick</b>
If a Banklink books user – please send in the live version of your Banklink file	
All bank statements for bank accounts not processed in Xero/MYOB	
Bank statement showing balance at balance date for accounts processed in Xero/MYOB	

<b>Manual or Electronic Cashbook</b>	<b>Tick</b>
All bank statements for the year	
Ensure cashbook reconciles to year end bank balance	

<b>Bank Statements Only</b>	<b>Tick</b>
All bank statements for the year	
Narrate statements for any transactions not easily identified as to what the transaction is	

## 2. FARM STATISTICAL INFORMATION

Dairy	
Peak cows milked	ha
Total milking platform	ha
Effective milking platform	ha
Run off area owned	ha
Run off area leased (from 3 <sup>rd</sup> party)	ha

Sheep / Beef	
Total effective hectares	

## 3. UNSOLD WOOL / FEED STILL ON HAND AT BALANCE DATE

Provide detail of any wool and feed on hand at balance date that is for sale

Details	Quantity on Hand	Estimated/Actual Value (excluding GST)
Wool		
Crop		

## 4. GOODS TAKEN FOR OWN USE AND EMPLOYEE USE

Details / Livestock Type	Used by (owner / employee name)	Number	Market Value (Incl. GST)

Have these been adjusted for in your GST returns? Yes / No

## 5. RATIONS

Detail your estimate of the cost of rations supplied to employees, stock agents, etc. during the year (Required only where cost is not covered by separate payment)

	Number	Rate @	Estimate Cost \$ (Incl. GST)
Morning Tea		\$5.00	
Lunch		\$10.00	
Afternoon Tea		\$5.00	
Dinner		\$15.00	

## 6. OUT OF POCKET EXPENSES

Please give details of any business expenses paid from private sources during the year (ie not paid out of your business bank account) – supply receipts where possible.

Payee	Expense	Amount (Incl. GST)

**7. LIVESTOCK ON HAND**

<b>Sheep</b>	<b>No. on Hand</b>
Ewe Hoggets	
Two Tooth Ewes	
Mixed Aged Ewes	
5 & 6 Year Ewes	
Wether Hoggets	
Wethers	
Rams	
Works Lambs	
<b>Total</b>	

<b>Reconciliation</b>	
Opening Stock	
+ Total Lambs Tailed	
+ Purchases	
- Sales	
- Closing Stock	
= Deaths & Missing	

<b>Deer</b>	<b>No. on Hand</b>
Rising 1 Year Hinds	
Rising 2 Year Hinds	
Mixed Aged Hinds	
Rising 1 Year Stags	
Rising 2 Year & Older Stags	
Rising 3 Year & Older Stags	
Sire Stags	
<b>Total</b>	

<b>Reconciliation</b>	
Opening Stock	
+ Fawns Marked	
+ Purchases	
- Sales	
- Closing Stock	
= Deaths & Missing	

<b>Dairy Cattle</b>	<b>No. on Hand</b>
Rising 1 Year Heifers	
Rising 2 Year Heifers	
Mixed Aged Cows	
Rising 1 Year Steers & Bulls	
Rising 2 Year Steers & Bulls	
Rising 3 Year and Older Steers & Bulls	
Breeding Bulls	
<b>Total</b>	

<b>Reconciliation</b>	
Opening Stock	
+ Calves Bred	
+ Purchases	
- Sales	
- Closing Stock	
= Deaths & Missing	

<b>Beef Cattle</b>	<b>No. on Hand</b>
Rising 1 Year Heifers	
Rising 2 Year Heifers	
Mixed Aged Cows	
Rising 1 Year Steers & Bulls	
Rising 2 Year Steers & Bulls	
Rising 3 Year and Older Steers & Bulls	
Breeding Bulls	
<b>Total</b>	

<b>Reconciliation</b>	
Opening Stock	
+ Calves Bred	
+ Purchases	
- Sales	
- Closing Stock	
= Deaths & Missing	

Do you have any livestock leased to you or by you? If so, please provide further details.



