

Information Required Summary	Tick
The below information is required in respect of your farming business	
1. Financial records for year - complete schedule 1	
2. Farm statistical information - complete schedule 2	
3. Details of feed/wool on hand at balance date - complete schedule 3	
4. Details of goods taken for own use and employee use - complete schedule 4	
5. Details of rations provided - complete schedule 5	
6. Out of Pocket Expenses - complete schedule 6	
7. Livestock on hand at balance date - complete schedule 7	
8. Accounts payable at balance date - complete schedule 8	
9. Accounts receivable at balance date - complete schedule 9	
10. Details of fixed asset purchases and sales - complete schedules 10	
11. All mortgage & bank loan statements for the year	
12. All hire purchase contracts - new and existing	
13. All Fonterra statements (including share/dividend statements)	
14. All invoices for livestock sales and purchases including Rural Livestock or Flexi Stock accounts	
15. Do you have consumables on hand of more than \$58,000? If so, please provide details. Includes feed purchased, fuel, fertiliser etc	
16. Rebate, dividend & share notices for Alliance, Ballance, Farmlands, LIC, NZ Wool Services, Ravensdown, Silver Fern Farms, Wool Equities	
17. Copies of GST Returns and FBT Returns filed and your workings	
18. All farm insurance invoices, finance arrangements and detail of any insurance claims	
19. Wages Paid - complete schedule 11	
20. Interest received & RWT certificates issued by banks and financial institutions	
21. Investment statements showing values at balance date and details of any purchases / deposits or sales / withdrawals	
22. Dividends received - attach dividend advices.	
23. All legal invoices, statements, sale & purchase agreements or other documentation	
24. Invoices for any unusual transactions requiring further detail, large repairs and maintenance amounts	
25. Details of any gifting made or changes to family loan balances	
26. Wage Subsidy - if received please provide details	

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

1. FINANCIAL INFORMATION

Cash Manager Rural		Tick
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 software		
Bank statement showing balance at balance date for accounts processed in software		

Xero		Tick
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		
Bank statement showing balance at balance date for accounts processed in Xero		

Banklink		Tick
If a Banklink books user - please send in the live version of your Banklink file		
All bank statements for bank accounts not processed in Banklink		
Bank statement showing balance at balance date for accounts processed in Banklink		

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

Bank Statements Only		Tick
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	
Total milking platform	ha
Effective milking platform	ha
Run off area owned	ha
Run off area leased (from 3 rd party)	ha

Sheep / Beef	
Total effective hectares	
Number of ewe hoggets lambed	

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

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

Deer	No. on Hand
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	
Total	

Reconciliation	
Opening Stock	
Hogget Lambs Tailed	
Other Lambs Tailed	
+ Total Lambs Tailed	
+ Purchases	
- Sales	
- Closing Stock	
= Deaths & Missing	

Reconciliation	
Opening Stock	
+ Fawns Marked	
+ Purchases	
+ Sales	
+ Closing Stock	
= Deaths & Missing	

Dairy Cattle	No. on Hand
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	
Total	

Beef Cattle	No. on Hand
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	
Total	

Reconciliation	
Opening Stock	
+ Calves Bred	
+ Purchases	
- Sales	
- Closing Stock	
= Deaths & Missing	

Reconciliation	
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.

8. ACCOUNTS PAYABLE

List amounts you owe to others as at balance date or if you use a computerised system, provide a copy of the Accounts Payable/Creditors Aged Trial Balance

Details (Name / Supplier)	Code	Qty	GST Incl. Amount
PAYE			
FBT			
Telephone			
Power			
	Total		

9. ACCOUNTS RECEIVABLE

List amounts owed to you by others as at balance date or if you use a computerised system, provide a copy of the Accounts Receivable/Debtors Aged Trial Balance

Details (Name / Supplier)	Code	Qty	GST Incl. Amount
Fonterra			
Fixed milk price - advise details			
	Total		

11. WAGES PAID

Please advise what payroll software is used and provide yearly summary report from this.

Accrued Employee Entitlements	
Are accruals for employee entitlements (including bonuses, commissions, holiday pay, long service leave, etc) calculated to year end and included in the financial information provided?	<input type="checkbox"/> YES / <input type="checkbox"/> NO
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.	
Of calculated accruals, how much was paid within 63 days of year end?	\$