

**Individual Names:**

I/We instruct McIntyre Dick & Partners to prepare my/our financial reports and taxation returns for the 2023 financial year. I/We undertake to supply all information necessary to carry out such services (as per the engagement) and will be responsible for the accuracy and completeness of such information. Unless otherwise instructed any financial statements will be special purpose financial statements to meet the requirements of the Income Tax Act 2007 and the Tax Administration (Financial Statements) Order 2014.

You are hereby authorised to communicate with the appropriate bankers, solicitors, finance companies, Inland Revenue, ACC and other persons or organisations to obtain such further information as you may require in order to carry out the above engagement.

**Date**

Yes

No

Email address for banker:

Inland Revenue now direct credit refunds to your bank. Please advise the bank account you wish refunds (if any) to go into.

**Account Name**

**Bank Account Number**

**Contact Details** that have changed so we can update our records


<b>Information Required Summary</b>		<b>Tick</b>
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>schedules 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 milk 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> - complete <b>schedule 11</b>		
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		
25. Details of any <b>gifting</b> made or changes to <b>family loan balances</b>		
26. <b>Government Subsidies and Loans</b> - please advise and provide dates and amounts received		

<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>Farm Focus</b>		<b>Tick</b>
If we have access to your Farm Focus you do not need to provide any reports		
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.		
All bank statements for bank accounts not processed in software		
Bank statement showing balance at balance date for accounts processed in software		

<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		
Bank statement showing balance at balance date for accounts processed in Xero		
If you attach invoices to bills/transactions or use file library please tick.		

<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

<b>Dairy</b>	
Peak cows milked	
Total milking platform	ha
Effective milking platform	ha
Run off area owned	ha
Run off area leased (from 3 <sup>rd</sup> party)	ha
<b>Contract Milkers</b>	
Total kgs of milk solids	kg
If you have a fixed milk price please provide these details	

<b>Sheep / Beef</b>	
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

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

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

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

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)

	<b>Number</b>	<b>Rate @</b>	<b>Estimate Cost \$ (Incl. GST)</b>
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.

<b>Payee</b>	<b>Expense</b>	<b>Amount (Incl. GST)</b>

## 7. LIVESTOCK ON HAND

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

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

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	
<b>Total</b>	

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	
<b>Total</b>	

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

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	
<b>Total</b>	

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.

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			

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			

**Copy of invoices required**

[illegible]

**Copy of invoices required**

[illegible]

## 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?	\$