COS
·CA·

ANNUAL QUESTIONNAIRE
FARMING 30 JUNE 2020

name ____

address ____

phone number ____

mobile number ____

email address ____

Please amend/complete the above information if incorrect or not completed

TERMS OF ENGAGEMENT

I/We accept responsibility for the accuracy and completeness of the information supplied which is to be used in the preparation of my Financial Statements. You are not to complete an audit or undertake a detailed review of my/our affairs in order to substantiate the accuracy of my information, and therefore you are unable to provide any assurance on my Financial Statements. I/We understand your work cannot be relied on to detect error and fraud and that you accept no liability for the accuracy and completeness of the information supplied by me/us. I/We further understand that the Financial Statements will be prepared at my/our request and for my/our purposes only and that you will not be liable for any losses, claims or demands by any third persons.

I/We also accept responsibility for all other records and information supplied to you other than those listed in this questionnaire. I/We accept responsibility for any failure by me to supply all relevant records and information to you.

COS.CA Limited will not retain paper based records. All records will be scanned and stored electronically for the required seven year period. Once scanned, all paper based records will be either returned or securely shredded.

GUARANTEE AND INDEMNITY

I / We authorise COS.CA Limited to act for me / us / related Company(s) or Trust(s).

I / We guarantee to pay any Fees owing to COS.CA Limited should any related Company or Trust be insolvent.

I / We indemnify COS.CA Limited and its Directors from any claim by any Beneficiary of any related Trust.

AUTHORITY TO ACT AND OBTAIN INFORMATION

I/We authorise COS.CA Limited to act as our tax agent with Inland Revenue on matters relating to all tax types. This includes authority to discuss and make enquiries verbally or in writing to Inland Revenue regarding my/our tax affairs as well as obtaining and accessing information provided online by Inland Revenue.

I/We authorise any person or company to provide COS.CA Limited with any past, current or future information as required to complete the Financial Statements, and/or Tax Return, and any other work COS.CA Limited carries out on behalf of my/our behalf.

I/We further authorise COS.CA Limited to furnish to any third party, financial information of mine/ours as COS.CA Limited sees fit that is requested in furtherance of our business activities.

I/We authorise COS.CA Limited to act on my/our behalf in respect of the Accident Compensation Corporation (ACC) for the purposes of querying and/or changing information on my/our ACC levy account(s) through ACC staff, and through ACC Online Services.

SIGNATURE ___________________________________ **DATE** __________ / __________ / __________

ON BEHALF OF ____

2. CHANGES TO YOUR BUSINESS FROM PREVIOUS YEAR

Have there been any of the following changes to your business during the year:

a) Structural Changes *i.e. Shareholding, Directorship, Trustees and Partners* **YES / NO**

……

……

……

b) Any changes to Land Use ……………………………………………………………………………………… **YES / NO**

c) Was there any gifting made during the last 12 months of either cash or debt? If so please provide documentation of this gifting **YES / NO**

d) Have there been any significant events since balance date which will effect next years accounts? **YES / NO**

If a company are there any contingent liabilities e.g. guarantees – these need to be recorded in the notes to the accounts.

3. RECORDS TO SUPPLY FOR PREPARATION OF YOUR ANNUAL REPORT

Please include the following:

GST Returns and Workings	☐	Invoices for large Repairs & Maintenance costs	☐
Invoices for all Asset Purchases & Sales	☐	Sales Advices/Credit Notes	☐
Bank Statements for all accounts	☐	Sales Invoice Book	☐
Statements from Dairy Company,	☐	Horticulture agents, Stock and Station agents	☐

Please check these records are for the full year and one month past balance date

IF YOU USE ACCOUNTING SOFTWARE:

a) If **we** input your data throughout the year, **please jump to Question 4**

b) If **you** prepare your own computer based cash book, please **print** the following reports and tick when enclosed:

Please specify:

Which computer system and version you are using	
Your Username	
Your Password	

Full General Ledger/Account Details Report, Trial Balance, Profit and Loss and Balance Sheet ☐

OR - Final reconciled bank statement for all bank accounts ☐

4. RECORDS TO SUPPLY – FONTERRA FARMERS ONLY

Fonterra 30 June 2020 statement ☐

Measurement Statement showing Fonterra shareholding ☐

Any further Computershare reports showing Fonterra share trading, including Statement of Holdings ☐

Do you have access to Farm Source? ☐

If **YES**, it would be beneficial if you could provide your login details for Farm Source as we are able to directly access Fonterra information and monthly statements.

Your Username	
Your Password	

5. STATISTICS – DAIRY FARMERS ONLY

Peak Cows Milked – What were the peak number of cows milked in the 2019/2020 season?

Effective Hectares – What are the effective hectares of the farm?

Please go to the DairyBase website and download and complete your 2020 Questionnaire. www.dairybase.co.nz

6. LIVESTOCK ON HAND

CATTLE

	Beef Numbers	Dairy Numbers
Cows – Mixed Age		
Heifers – R2yr (Spring 18)		
Heifers – R2yr (Autumn 19)		
Heifers – R1yr (Spring 19)		
Heifers – R1yr (Autumn 20)		
Steers & Bulls R1yr		
Steers & Bulls R2yr		
Steers & Bulls R3yr & older		
Bulls – Breeding		
TOTAL		

Deaths		
Home Kills		
Live Calves Born		

SHEEP

	Number
Ewes – 5 & 6 yr	
Ewes – Mixed Age	
Ewes – Two Tooth	
Hoggets – Ewes	
Hoggets – Wethers/rams	
Wethers – Mixed Age	
Rams - Breeding	
TOTAL	

Deaths	
Home Kills	
Lambs Docked	

Wool on Hand

- # of Bales	
- Est market value	

7. CONSUMABLES ON HAND

Defined as being an item used in a production process. The purchase by a farmer of feed for consumption by livestock may be regarded as an example.

Did you have bought in consumables on hand at year end with a combined value of more than $58,000? *(if made on farm do not include)*

YES / NO

………

………

………

e.g. Fertiliser purchased but not applied at year end, Feed on hand at year end.

8. PRODUCE USED

Please supply an estimate of the value of produce consumed by yourself and your family during the year:

Type of Produce	Value ($)

9. ASSETS PURCHASED OR LEASED DURING THE YEAR

Item	New/Used	Date Purchased	Total Inc GST

10. ASSETS SOLD OR SCRAPPED/WRITTEN OFF DURING THE YEAR

Item	Sold/Scrapped	Date Sold	Total Inc GST

Refer to lasts years assets schedule for a list of assets we currently hold for you

11. LAND/BUILDING SALES AND PURCHASES

- Please supply **all legal statements and invoices** relating to land bought or sold during the year
- For property purchased or sold, please supply details of values for buildings/development/other items included in the sale or purchase.

12. RATING VALUATION

Have you had a new rating valuation since last year?
If so, please include Valuation details

13. CREDITORS/ACCOUNTS PAYABLE

a) Detail any expenses incurred before balance date which are paid after balance date – .

Name of Creditor	Description of Goods/Services	Net Amount	GST	Total inc GST
	TOTALS			

b) **Unpresented Cheques** written before balance date but not presented until after balance date

CHEQUE #	Name of Creditor	Description of Goods/Services	Total Inc GST

c) **Deferred payments** – Purchases made on deferred payment terms e.g. Fertiliser and Feed
………..
………..
………..

14. DEBTORS/ACCOUNTS RECEIVABLE

Detail any income earned before balance date which was received after balance date

Name of Debtor	Description of Sale	Net Amount	GST	Total inc GST
	TOTALS			

15. INVESTMENTS

Please supply rebate/dividend advice notices which may have increased your shareholding, and copies of any statements from these companies confirming shares held.

Please tick which is enclosed:

Fonterra	☐	Ballance	☐
Ravensdown	☐	Livestock Improvement	☐
Silver Fern Farms	☐	Farmlands	☐
Other ………………………………….……	☐	Other …………………………………………	☐

16. TERM LOANS/HIRE PURCHASE CONTRACTS

Please supply documentation showing the balances of all Term Loans (including swaps) at balance date with current interest rate and term of the loan(s). If you have refinanced or entered into any Loan or Hire Purchase contracts during the year, **please supply all documentation.**

17. CASH INCOME DURING THE YEAR NOT BANKED

Were all takings banked into your business bank account? **YES / NO**

If not, please provide details where banked, amount and description of goods sold:

………..

………..

………..

18. ACC

ACC have a compensation product called CoverPlus Extra (CPX). This enables you to nominate the level of cover you require. This avoids having cover that fluctuates year to year with your profit figures. Depending on your situation, CPX premiums may be lower or higher than what you are currently paying, but there are benefits that are available from its use.

Are you currently using CoverPlus Extra? **YES / NO**

If you are not using CoverPlus Extra, would you like to discuss this? **YES / NO**

Partnerships – Are both partners active in the business? **YES / NO**

19. HOUSE ELECTRICTY AND TOLLS

Have you coded your private electricity/tolls to separate codes? **YES / NO**

If **not**, please advise:

Total Cost of Domestic Electricity $………………………………… **YES / NO**
Total Cost of Private Toll calls $………………………………… **YES / NO**

Have you made a GST adjustment for these? **YES / NO**

20. CLAIM FOR OTHER DEDUCTIBLE EXPENSES

If expenses are paid in cash from the personal account, please supply details below:

………..

………..

………..

………..

………..

21. WAGES

Do you pay wages and provide a house for your employees? **YES / NO**

If **YES** please advise the total amount of rent that is included in your employee(s) wages.

$……………………

22. HOLIDAY PAY

Are there any Holiday Pay and/or Bonus Salaries owing to employees at Balance Date? **YES / NO**

Note: Holiday Pay taken or paid within 63 days of Balance Date will be an allowable deduction this year.

Employee Name	Total Amount Owed	Amount Paid/Leave within 63 days

23. RATIONS SUPPLIED

Do your cashbook or cheque butts show the payment for stores or rations provided? **YES / NO**

If **NO**, please supply an estimate of the number of meals:

		No. Days		*No. of Employees*
Morning Teas	**YES / NO**	☐	@ $5.00	☐
Lunches	**YES / NO**	☐	@ $10.00	☐

24. INSURANCE

Please enclose the annual premium advice notes, or advise details of the following:

	Insurance Co.	Premium ($)
Car Insurance		
House Owners		
House Contents		
Other Private Insurance (e.g. boats etc)		
Personal Accident Insurance*		

* Does this provide income replacement? **YES / NO**

25. MOTOR VEHICLE

Car/Make	Model	Log Book Kept?	Business %'age

Is a new log book required? (If over 3 years since log completed or you have purchased a new car) **YES / NO**

Has fuel used in your car been taken from the bulk supply? **YES / NO**

If **YES**, please supply an estimate of litres used ………………. litres

Please ensure that car expenses (fuel, repairs and insurance) are able to be **identified**.

PRIVATE VEHICLE USED IN BUSINESS

Did you use a Private Vehicle for Farm/Business purposes? **YES / NO**

What vehicle was used? ……………………………………………………………

If so, we require the kilometres of use from your log book? ………………. kms

26. STUDENT ALLOWANCES/STUDENT LOANS

Are any of your children attending, or about to attend, University/Polytech etc? **YES / NO**

If **YES** would you like to discuss your income level and how it will affect their eligibility for allowances? **YES / NO**

Do you, or anyone in your family who we complete tax returns for, have a student loan? **YES / NO**

27. DONATIONS, SCHOOL/KINDY/PLAY CENTRE FEES Tax credits are available for the above. If you would like us to complete this for you, please supply all donation receipts.	
28. NON-BUSINESS INCOME **Interest and Dividends** – Please supply all interest and dividend notices relating to the 2019/2020 year *(which show your income and withholding tax deductions).* **Other Income** – Please advise us of any other income ……… ……… ………	
29. RENTAL PROPERTY INVESTMENTS Please supply residential property investment details if applicable. Please download the additional supplement from the Questionnaire section on our website (www.cosca.nz).	
30. OVERSEAS INCOME Do you hold any overseas investments, including superannuation schemes and pension funds? Did you receive an overseas pension/superannuation during the year? If **YES** please supply all details.	 **YES / NO** **YES / NO**
31. INCOME PROTECTION INSURANCE If you hold an Income Protection Insurance policy, would you like us to include your premiums as a deduction in your tax return, if applicable? Please note that if we claim a deduction in your tax return then any funds you receive as a result of a claim are taxable income.	 **YES / NO**
32. WORKING FOR FAMILIES If you currently receive Working for Families or believe you may be entitled to receive it, please download the additional checklist from the Questionnaire section on our website (www.cosca.nz). The changes in calculating Working for Families mean we won't be able to calculate your entitlement unless this is completed.	 **YES / NO**