

FARMING QUESTIONNAIRE

For the 2011 Financial Year

NAME:

RECORDS REQUIRED : COVERING FULL FINANCIAL YEAR

1. Bank Statements	For all bank accounts and investment accounts. For those using our Banklink service, we only require a statement showing the balance as at your balance date.		Y/N
2. Cheque butts and bank deposit books	Clearly show the nature of each payment on the cheque butt and mark <u>private</u> cheques as such. Clearly mark deposits other than normal business sales.		Y/N
OR Cashbook	Ensure this records all receipts and payments of the business for the year and has been <u>reconciled to the bank statement at balance date.</u>		Y/N
OR Computerised Cashbook	Please supply trial balance and a ledger showing a summary of your transactions or a backup. (Please contact us to arrange easiest way to send the backup)		
3. Other Statements	Supply all Dairy Company and Stock Firm statements. Please supply invoices for all stock purchases.		Y/N
4. GST Returns	<u>Including workpapers</u> supporting these returns.		Y/N
5. FBT Returns			Y/N

INFORMATION REQUIRED: AS AT BALANCE DATE

6. Stock on Hand	All stock is to be physically counted and adequate records retained to substantiate the physical count. Please complete attached Stock Schedules.		Y/N
7. Debtors	All accounts owing to your business. Please include a schedule and clearly mark any bad or doubtful debts.	\$..... (include GST)	Y/N
8. Creditors	All accounts owed by your business. Please include a schedule (or clearly mark cheque butts or cashbook for accounts paid after balance date)	\$..... (include GST)	Y/N
9. Loans	Provide confirmation of balances at balance date. (eg Lenders statements) For new loans attach details of date banked, amount banked, interest rates, security.		Y/N

FURTHER INFORMATION REQUIRED:

10. Solicitors Statements	Relating to any legal transactions during the year.		
11. Assets Purchased/Sold	Please provide details of assets purchased, sold or traded together with details of how these were financed. (Please provide invoices for each of these assets)	\$.....	
	\$.....	
	\$.....	
12. Sale Proceeds	Were all takings banked into your business account?	YES / NO	
	Takings not banked into your business account were used:		
	(a) For personal use (cash drawings)	\$.....	
	(b) For business expenses (cash expenses) Attach details	\$.....	
	(c) lodged into other bank accounts Attach details	\$.....	
13. Goods / Produce taken for private use	Value of goods / produce taken for own use (excluding GST) Please supply details.	\$.....	
14. Business expenses paid privately	Attach details of any business expenses paid from private funds	\$.....	
15. Vehicle log book	Portion of business use as established as recorded in log book Business km Total km (Required for <u>each</u> vehicle used for both personal and business use.%	
16. Entertainment Expenses	Attach details of all entertainment expenses, including name of people entertained, reason for entertainment, date and amount		
17. Wages	Please supply details of the total wages paid during the year.	\$.....	
18. General	Has the nature of your business changed during the year? Describe any changes.	YES / NO	
19. Other	Any other information you consider relevant:		

20. Instructions / Authorisation for BTA Ltd

I instruct BTA Ltd to prepare my taxation return for the 2011 financial year. I undertake to supply all information necessary for this engagement and to be responsible for the accuracy and completeness of such information. Your services are not intended to and accordingly will not result in the expression by you of an opinion on the tax return summary or related schedules insofar as third parties are concerned.

Authorisation to obtain information subject to the Privacy Act

I authorise BTA Ltd to communicate with the appropriate bankers, solicitors, finance companies and other persons or organisations to obtain such further information as is required to carry out the above engagement.

Signature _____ Date _____
(please sign here)