

Have your details changed? Please let us know

Address: _____

Phone Number: _____

Cell Phone Number: _____

Email: _____

We will be unable to start your job until all the information is provided and this is signed

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/our financial statements. You are not to undertake a detailed review of my/our affairs in order to substantiate the accuracy of my/our information, and therefore you are unable to provide any assurance on my/our 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 purpose only and that you will not be liable for any losses, claims or demands by any third person. I/we instruct My Accountant Limited to prepare special purpose statements for me/us except for companies which may not be appropriate for general use.

In terms of the Privacy Act 1993 I/we authorise My Accountant Limited to obtain any information required for the completion of my/our Financial Statements and Taxation Returns and to incur charges for this if necessary. The holder of any such information is authorised to release that information to My Accountant Limited on sighting this form. In addition My Accountant Limited are authorised to supply information on my/our affairs to our bank, solicitor or any other party notified to My Accountant Limited by me/us.

CLIENTS SIGNATURE _____

DATE _____

RECORDS & INFORMATION REQUIRED

YES

NO

PLEASE PROVIDE US WITH THE FOLLOWING

BANK STATEMENTS. _____

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Please note details on bank statements for every transaction including automatic payments for all accounts operated by the business. Detail clearly the nature of all payments and deposits. Personal expenses or drawings should be clearly marked and non-business deposits clearly described. If registered for GST please note payments NOT subject to GST.

Statements should cover the full period and for at least one month after balance date. Please obtain any missing statements.

Please provide your cheque and deposit books _____

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Number of Cheque Books _____

Number of Deposit Books _____

AND/OR

MANUAL CASHBOOK (NON COMPUTERISED) _____

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If you use a manual cashbook please provide us with your balanced cashbook and a copy of your final bank statement for the financial year for each bank account used..

RECORDS & INFORMATION REQUIRED**YES****NO****MYOB COMPUTERISED ACCOUNTING SYSTEMS**☐☐

If you are providing us with a backup of your MYOB Accounting System please provide us with the following information

CD/Disk enclosed or Emailed to

Please provide the following details of your MYOB accounting programme

Package	Username
Version	Password

OTHER COMPUTERISED ACCOUNTING SYSTEMS☐☐

If you use a computerised accounting system other than MYOB please provide us with a copy of the following:

- Trial Balance
- Profit & Loss Statement
- Balance Sheet
- Detailed General Ledger, showing all accounts and transactions
- Bank Reconciliation report for all bank accounts

CD/Disk enclosed or Emailed to

INCOME DURING THE YEAR NOT BANKED IN FARM ACCOUNT☐☐

Supply a list of payments made from unbanked business income, identifying the nature of the expense e.g. wages, stamps. Coffee/tea or personal. Also supply details of business income banked elsewhere.

MORTGAGES, LOANS & HP AGREEMENTS☐☐

Please provide us with details of mortgage, loans or HP agreements that you have raised or repaid in this financial period: Please provide documents showing

Lender Name	Term
Principal Sum	Commencement Date
Security	Rate of Interest

Attach loan statements for the year ended the 31st March 2010 sent to you by your lender. Please note you can instruct your lender to send these to us directly.

ACCOUNTS RECEIVABLE (Sundry Debtors)☐☐

Provide details of any livestock sold prior to balance date and any other funds owing at balance date (Grazing, Hay, Dairy Proceeds, etc.) Specify whether GST is included or excluded

Date	Quantity	Description	Amount	Delete One
.....	GST Incl/Exc
.....	GST Incl/Exc
.....	GST Incl/Exc

RECORDS & INFORMATION REQUIRED**YES****NO****ACCOUNTS PAYABLE (Sundry Creditors)** _____ ☐☐

Please provide a list showing amounts owing by you at balance date giving the name, amount and nature of the amount owing. Alternatively mark on cheque butts or highlight in cashbook or on bank statements those items after balance date which was owed at balance date.

List Attached ☐☐**STAFF HOLIDAY PAY & ANNUAL LEAVE** _____ ☐☐

Please provide details of holiday pay and annual leave payable for all your staff as at the 31st March 2010
Please provide a holiday pay/annual leave report from your payroll system for all staff members

STOCK ON HAND (please provide figures exclusive of GST) ☐☐**Livestock on Hand:** Complete the accompanying schedule.**Farm Produce on Hand**

Provide details of any Wool, Grain or other Produce on Hand or in Store, but not sold at Balance Date

Description	KG/Bales	Estimated Value	Total Estimated Value
_____	_____	\$ _____	\$ _____
_____	_____	\$ _____	\$ _____
_____	_____	\$ _____	\$ _____

LEGAL STATEMENTS

Please attach all legal statements covering transactions relevant to your farm.

List attached ☐☐**GST RETURNS (If not prepared by us)** ☐☐

Please provide us with copies of your GST returns and workpapers

Have you processed prior year GST adjustments as advised by us _____ ☐☐**FBT RETURNS (if not prepared by us)** ☐☐

Please provide us with copies of your FBT Returns and workpapers

REPAIRS & MAINTENANCE ☐☐

Please provide details or major repairs and maintenance to farm assets during the financial period

List attached ☐☐

RECORDS & INFORMATION REQUIRED

YES

NO

SALE AND PURCHASE OF FIXED ASSETS

☐☐

Purchase of fixed assets (items over \$500)

Description	New/Used	Date	Price (including GST)
			\$
			\$
			\$

Sale of fixed assets or items written off (please check the asset schedule in your prior year accounts)

Description	Scrapped/Sold	Date	Price (including GST)

If you have sold or purchased land or buildings please provide copies of the settlement statement from your lawyer

FARM/FISHING DEVELOPMENT (Not including Forestry)

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A full deduction is available for expenditure incurred on the destruction of weeds, plants or animal pests, the clearing, destruction and removal of scrub stumps and undergrowth, repair of flood or erosion damage, planting and maintaining trees for prevention of erosion or to provide shelter, and the construction of fences for agricultural purposes including rabbit proofing. Other development expenditure must be capitalised.

Please provide a list of all expenditure relating to the above

List Attached ☐☐

FORESTRY DEVELOPMENT EXPENDITURE

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Please give a brief description of forestry development expenditure carried out during the year e.g. expenditure in **preparation for** planting i.e. land clearing, weed and pest destruction, drainage, fence construction, surveying etc.

Please provide a list of all expenditure relating to the above

List Attached ☐☐

GOODS, MATERIALS OR PAID LABOUR FOR OWN USE

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Please supply details of any goods (e.g. milk or meat), materials or paid labour used for your own use

Expense	Quantity	Amount (inc GST)

RECORDS AND INFORMATION REQUIRED**YES****NO****DWELLING EXPENSES**☐☐

Please provide details of all private expenses that were paid from the farm bank account

	PV%	Amount		PV%	Amount
Interest paid on private home mortgage	<input type="text"/>	\$ <input type="text"/>	Home Insurance	<input type="text"/>	<input type="text"/>
Total Rent paid (if home rented)	<input type="text"/>	\$ <input type="text"/>	Rates	<input type="text"/>	<input type="text"/>
Power	<input type="text"/>	\$ <input type="text"/>	Other	<input type="text"/>	<input type="text"/>
Repairs & Maintenance	<input type="text"/>	\$ <input type="text"/>			

FARM MOTOR VEHICLES☐☐

Advise percentage use of motor vehicles for farm matters. This should be calculated from your log book which needs to be operated for a three month period every three years.

Vehicle	<input type="text"/>	% <input type="text"/>
Vehicle	<input type="text"/>	% <input type="text"/>

OR supply the following from your log book

Vehicle	Business Travel	Total Distance Travelled
<input type="text"/>	<input type="text"/> KM	<input type="text"/> KM
<input type="text"/>	<input type="text"/> KM	<input type="text"/> KM

FARM EXPENSES PAID FROM PERSONAL FUNDS☐☐

Please provide a list of any business expenses that you have paid with personal funds

List attached ☐☐☐**NEW ZEALAND INVESTMENTS**☐☐

SAVINGS ACCOUNTS: Please provide the following information

- Bank Statements from the 1st April 2009 to the 31st March 2010
- RWT Certificate showing gross interest received and RWT paid as at the 31st March 2010

TERM INVESTMENTS: Please provide the following information

- Documentation showing term investment balance as at the 31st March 2010
- RWT Certificate showing gross interest received and RWT paid as at the 31st March 2010

DIVIDENDS: Please provide the following information

- Dividend Certificate showing gross dividend received, imputation credits and RWT paid as at the 31st March 2010

LIVESTOCK & BLOODSTOCK ON HAND AS AT THE 31st MARCH 2010

SHEEP		DEER <i>Red Deer</i>	
Ewe Hogget		Rising 1 yr Hinds	
Ram & Wether Hoggets		Rising 2 yr Hinds	
Two-Tooth Ewes		Mixed age Hinds	
Mixed age Ewes (rising 3 & 4 yr old Ewes)		Rising 1 yr Stags	
Rising 5 yr & Older Ewes		Rising 2 yr & Older Stags (non-breeding)	
Mixed age wethers		Breeding Stags	
Breeding Rams		DEER <i>Wapiti Elk & Related Crosses</i>	
CATTLE <i>Beef Breeds & Beef Crosses</i>		Rising 1 yr Hinds	
Rising 1 yr Heifers		Rising 2 yr Hinds	
Rising 2 yr Heifers		Mixed age Hinds	
Mixed age Cows		Rising 1 yr Stags	
Rising 1 yr Steers & Bulls		Rising 2 yr & Older Stags (non-breeding)	
Rising 2 yr Steers & Bulls		Breeding Stags	
Rising 3 yr & Older Steers & Bulls		DEER <i>Other Breeds</i>	
Breeding Bulls		Rising 1 yr Hinds	
CATTLE <i>Friesian & Related Breeds</i>		Rising 2 yr Hinds	
Rising 1 yr Heifers		Mixed age Hinds	
Rising 2 yr Heifers		Rising 1 yr Stags	
Mixed age Cows		Rising 2 yr & Older Stags(non breeding)	
Rising 1 yr Steers & Bulls		Breeding Stags	
Rising 2 yr Steers & Bulls		GOATS <i>Angora & Angora Crosses (Mohair Producing)</i>	
Rising 3 yr & Older Steers & Bulls		Rising 1 yr Does	
Breeding Bulls		Mixed age Does	
CATTLE <i>Jersey & Other Dairy Breeds</i>		Rising 1 yr Bucks (non breeding)/Wethers	
Rising 1 yr Heifers		Bucks (non breeding)/Wethers over 1 yr	
Rising 2 yr Heifers		Breeding Bucks	
Mixed age Cows		GOATS <i>Other Fiber & Meat Producing Goats</i>	
Rising 1 yr Steers & Bulls		Rising 1 yr Does	
Rising 2 yr & Older Steers & Bulls		Mixed age Does	
Breeding Bulls		Rising 1 yr Bucks (non breeding)/Wethers	
PIGS		Bucks (non breeding)/Wethers over 1 yr	
Breeding Sows less than 1 yr		Breeding Bucks	
Breeding Sows over 1 yr		GOATS <i>Milking (Dairy)</i>	
Breeding Boars		Rising 1 yr Does	
Weaners less than 10 weeks (excluding sucklings)		Does over 1 yr	
Growing Pigs 10-17 weeks		Breeding Bucks	
(porkers/baconers)		Other Dairy Goats	
Growing Pigs over 17 weeks (baconers)			