

Financial Statements Questionnaire –

Ensure this questionnaire is completed and included with your records

| | | | |
|--------------|--|--------|--|
| Client Name | | Phone: | |
| Balance Date | | Email: | |

To: Smith Mitchell Limited

Terms of Engagement

I/We hereby instruct you Smith Mitchell Limited and staff/contractors as applicable to prepare my/our Financial Statements and Taxation Returns for the year/period ending . I/We undertake to supply all information necessary to carry out such services and will be responsible for the accuracy and completeness of such information. I/We understand that you will rely upon the information provided by me/us. Your services are not intended to, and accordingly will not result in the expression by you of an opinion on the Financial Statements in so far as third parties are concerned, or in the fulfilling of any statutory audit requirements. I/We understand that during preparation of the Financial Statements and Taxation Returns you will not be specifically investigating non-compliance with laws and regulations – however, should anything come to light of this nature during this process, you will bring that to my/our attention.

I/We understand that the Financial Statements and Taxation Returns are prepared for my/our own use and to determine my/our taxation liabilities. If this should change in any material respect, I/we will inform you immediately. You will not accept any responsibility to any person, other than me/us, for the contents of the Financial Statements.

All other terms and conditions of this engagement are the same as those referred to in the original Engagement Letter I/we signed when I/we became a client.

I/We also accept that you have the right to charge interest on overdue accounts at the rate of 1.5% per month, and that all accounts are due for payment by the 20th of the month following invoice date. The charging of such interest will be at your discretion. I/We accept that any collection costs you incur will be fully recoverable from me/us.

Authority is given to obtain information from Inland Revenue, other government agencies and financial institutions about all tax types (except child support), bank and loan accounts in order to complete the above assignments. This includes obtaining information through all Inland Revenue media and communication channels including electronic ones.

I/We authorise your organisation to act as our agent for ACC levy purposes for all associated entities. This authorisation allows your organisation to query and change information on my/our ACC levy account(s) through ACC staff, and through MyACC for Business. This authority will also allow your organisation's main representative discretion to delegate access to my/our ACC information to other members of your organisation. Other delegated members of your organisation will also be able to query and change information on my/our ACC levy account.

You are to represent me/us as my/our tax agent. All income tax returns will be signed by me/us however you are authorised to sign any other taxation return on behalf of myself/ourselves or any of my/our associated entities.

| Name | IRD Number | Signature | Date |
|------|------------|-----------|------|
| | | | |
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| | |
|---|---|
| Convenient time to call you is: | |
| Alternative phone numbers are: | |
| Would you like us to supply a copy to your bank? | Yes <input type="checkbox"/> No <input type="checkbox"/> (Tick One) |
| If your accounts are to be supplied to your bank, please advise the name of your current bank manager: | |
| Has the nature of your business changed in any way during the past 12 months? If yes, please provide brief details: <hr/> <hr/> <hr/> | |

| | |
|---|--------------------------|
| <p>Have any amounts of Covid-19 support payments been repaid back?</p> <p>Please provide details of payment and reason for repayment</p> <p>Date paid back: ___/___/___ \$ _____ Reason: _____</p> <p>_____</p> <p>_____</p> | <input type="checkbox"/> |
|---|--------------------------|

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|--|--------------------------|
| Fringe Benefit Tax (FBT) Returns | |
| Supply copies of Fringe Benefit Tax (FBT) returns and work papers. | <input type="checkbox"/> |

| | |
|---|--------------------------|
| Goods & Services Tax (GST) Returns | |
| Please supply copies of Goods & Services Tax (GST) returns and work papers if not filed via Xero. | <input type="checkbox"/> |

| | |
|---|--------------------------|
| Interest and Dividend Certificates | |
| Supply copies of certificates. | <input type="checkbox"/> |

| | |
|---|--------------------------|
| Lease details | |
| Supply copies of lease agreements for non-building assets (e.g. motor vehicles, equipment). | <input type="checkbox"/> |

| | |
|---|--------------------------|
| Foreign Income | |
| Details of any foreign income received, and any tax deducted from this. | <input type="checkbox"/> |

| | |
|--|--|
| Accounts Receivable (Debtors) – see attached Schedule 1 | |
| All accounts or amounts owing to you at balance date should be scheduled. Exclude any bad debts. To enable bad debts to be excluded from income, these must be written off prior to balance date. | <input type="checkbox"/> Total at Balance Date: \$ _____ GST Included <input type="checkbox"/> Excluded <input type="checkbox"/> |

| | |
|--|--|
| Accounts Payable (Creditors) – see attached Schedule 2 | |
| All accounts or amounts owing by you at balance date should be scheduled indicating name of creditor, amount and what the debt is for. | <input type="checkbox"/> Total at Balance Date: \$ _____ GST Included <input type="checkbox"/> Excluded <input type="checkbox"/> |

| | |
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| Capital Expenditure | |
| Attach details of assets purchased or sold during the year such as motor vehicles, plant and equipment and properties. Where applicable please provide the following details: <ul style="list-style-type: none"> ▪ Hire purchase or loan agreements <input type="checkbox"/> ▪ Lease agreements <input type="checkbox"/> ▪ All legal statements and agreements <input type="checkbox"/> ▪ Trade-in details <input type="checkbox"/> ▪ Lost, stolen or scrapped items <input type="checkbox"/> ▪ Insurance pay out <input type="checkbox"/> ▪ Copy of Tax Invoices <input type="checkbox"/> | |

| | |
|---|--------------------------|
| Woolsheds | |
| Provide details of woolsheds used in the farming business: <ul style="list-style-type: none"> ▪ Are they being currently used as a woolshed? ▪ If no longer being used for shearing sheep, are they being used as a barn (i.e. for storage or for housing livestock)? | <input type="checkbox"/> |

| | | |
|--|--|------------------------------------|
| Development Expenditure | | |
| Development expenditure includes clearing land, drainage, construction of roads, irrigation, supporting frames for crops, construction of fences (where there are no existing fences), etc. It can also include costs such as fertiliser or regrassing if you are undertaking a major conversion project. Please provide full details if you have undertaken any work of this type. | <input type="checkbox"/> | |
| Other Taxable or Non-Taxable Income | | |
| Did you receive income from any other sources either taxable or non-taxable? If Yes, please provide details (e.g. Uber, Airbnb, services through platforms such as Pocket Job, Airtasker etc). | <input type="checkbox"/> | |
| Legal and Loan Documents | | |
| Please attach any solicitor's statements and Sale and Purchase Agreements relating to any legal transactions during the year. Please also include Statements and Agreements relating to any mortgages, hire purchase, leases or loans. | <input type="checkbox"/> | |
| Business Expenses | | |
| There are a number of invoices that we specifically require. Please ensure the records you provide us with include all paid accounts for: <ul style="list-style-type: none"> ▪ Insurance premiums ▪ Legal fees ▪ ACC payments and arrangements | <input type="checkbox"/> <input type="checkbox"/> | |
| Farm House Expense Apportionment (including any attached garage / storage space) | | |
| Please provide the following details: Area of house (msq / sqft) Area dedicated for business purpose (msq / sqft) Area of house with mixed use – used for both business and private purpose (msq / sqft) Time of mixed use area used for business purpose % | <input type="checkbox"/> | _____ _____ _____ _____ % |
| Livestock on Hand – see attached Schedule 3, Client Questionnaire Livestock Sheet | | |
| A schedule has been enclosed. Please complete and attach. If applicable a copy of last year's Livestock Schedule is enclosed for your information. | <input type="checkbox"/> | |

| Consumables on Hand | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|---|--------------------------|---|-------|--|------|-------|----|-------|--------|-------|--|-------|-----|-------|-------------------|-------|--------|-------|-------------------|-------|-------|-------|--------|-------|-------|-------|----|-------|----------|-------|--|-------|--|-------|--|-------|-------|-------|--|-------|-------|-------|--|-------|-------|-------|--|-------|--------------------|--|--|-------|--------------------------|--|
| <p>If the value of total unused consumables on hand at balance date exceeds \$58,000, please provide full details. This threshold is for the combined value, not the individual values. Examples include fencing materials, ear tags, dips, drenches, animal health remedies, fertiliser, purchased supplementary feed, petrol, diesel, oil, twine, alkathene pipe etc. Please note, that this does not include home grown hay/silage and only includes purchased feed costs.</p> <p>Please estimate the cost (Excluding GST) of consumables on hand</p> <p>Petrol, Diesel & Oil</p> <p>Fencing Materials</p> <p>Water Piping & other items held for water system repairs</p> <p>Dairy Shed Supplies (Cleaning Products, Teat Spray etc)</p> <p>Shearing Shed Supplies</p> <p>Animal Health Products (e.g. drench, dip, mastitis treatment products)</p> <p>Other farm stores</p> <p>Fertiliser</p> <p>Purchased Stock Feed (at cost):</p> <p style="padding-left: 20px;">Hay</p> <p style="padding-left: 20px;">Silage</p> <p style="padding-left: 20px;">Maize Silage</p> <p style="padding-left: 20px;">Grain</p> <p style="padding-left: 20px;">Palm Kernel</p> <p style="padding-left: 20px;">Other</p> <p>Total Cost</p> | <input type="checkbox"/> | <p style="text-align: center;">\$</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Unsold Produce | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <p>Please provide full details of any produce on hand at balance date that is intended for sale. Examples include honey, wool, timber, hay, silage, crops.</p> <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left; width: 30%; padding: 5px;">Category</th> <th style="text-align: left; width: 30%; padding: 5px;">Quantity</th> <th style="width: 10%;"></th> <th style="width: 30%;"></th> </tr> </thead> <tbody> <tr> <td style="padding: 5px;">Wool</td> <td style="padding: 5px;">_____</td> <td style="padding: 5px;">kg</td> <td style="padding: 5px;">_____</td> </tr> <tr> <td style="padding: 5px;">Timber</td> <td style="padding: 5px;">_____</td> <td></td> <td style="padding: 5px;">_____</td> </tr> <tr> <td style="padding: 5px;">Hay</td> <td style="padding: 5px;">_____</td> <td style="padding: 5px;">Tonnes dry matter</td> <td style="padding: 5px;">_____</td> </tr> <tr> <td style="padding: 5px;">Silage</td> <td style="padding: 5px;">_____</td> <td style="padding: 5px;">Tonnes dry matter</td> <td style="padding: 5px;">_____</td> </tr> <tr> <td style="padding: 5px;">Grain</td> <td style="padding: 5px;">_____</td> <td style="padding: 5px;">Tonnes</td> <td style="padding: 5px;">_____</td> </tr> <tr> <td style="padding: 5px;">Honey</td> <td style="padding: 5px;">_____</td> <td style="padding: 5px;">kg</td> <td style="padding: 5px;">_____</td> </tr> <tr> <td style="padding: 5px;">Firewood</td> <td style="padding: 5px;">_____</td> <td></td> <td style="padding: 5px;">_____</td> </tr> <tr> <td style="padding: 5px;">Other Produce, Harvested Crops & Fruit</td> <td style="padding: 5px;">_____</td> <td></td> <td style="padding: 5px;">_____</td> </tr> <tr> <td style="padding: 5px;">_____</td> <td style="padding: 5px;">_____</td> <td></td> <td style="padding: 5px;">_____</td> </tr> <tr> <td style="padding: 5px;">_____</td> <td style="padding: 5px;">_____</td> <td></td> <td style="padding: 5px;">_____</td> </tr> <tr> <td style="padding: 5px;">_____</td> <td style="padding: 5px;">_____</td> <td></td> <td style="padding: 5px;">_____</td> </tr> <tr> <td style="padding: 5px;">Total Value</td> <td></td> <td></td> <td style="padding: 5px;">_____</td> </tr> </tbody> </table> | Category | Quantity | | | Wool | _____ | kg | _____ | Timber | _____ | | _____ | Hay | _____ | Tonnes dry matter | _____ | Silage | _____ | Tonnes dry matter | _____ | Grain | _____ | Tonnes | _____ | Honey | _____ | kg | _____ | Firewood | _____ | | _____ | Other Produce, Harvested Crops & Fruit | _____ | | _____ | _____ | _____ | | _____ | _____ | _____ | | _____ | _____ | _____ | | _____ | Total Value | | | _____ | <input type="checkbox"/> | <p style="text-align: center;">Estimated Value (Excl GST)</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> |
| Category | Quantity | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Wool | _____ | kg | _____ | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Timber | _____ | | _____ | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Hay | _____ | Tonnes dry matter | _____ | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Silage | _____ | Tonnes dry matter | _____ | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Grain | _____ | Tonnes | _____ | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Honey | _____ | kg | _____ | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Firewood | _____ | | _____ | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Other Produce, Harvested Crops & Fruit | _____ | | _____ | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| _____ | _____ | | _____ | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| _____ | _____ | | _____ | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| _____ | _____ | | _____ | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Total Value | | | _____ | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |

| Private Use | | |
|--|--------------------------|---|
| Value of goods taken for private use at their cost price (excluding livestock). | <input type="checkbox"/> | \$ _____ |
| Goods taken for own use | <input type="checkbox"/> | GST Included <input type="checkbox"/> Excluded <input type="checkbox"/> |
| Quantity | | |
| Sheep _____ | | |
| Cattle _____ | | |
| Pigs _____ | | |
| Milk _____ | | |
| Other _____ | | |
| Expenses paid in Cash or from Personal Funds | | |
| Please provide a list if applicable. | <input type="checkbox"/> | |
| How many meals have you provided to contractors? (morning / afternoon tea = 1/2) | <input type="checkbox"/> | Quantity _____ |
| Residential Land Withholding Tax | | |
| Have you sold residential property in New Zealand where Residential Land Withholding Tax has been deducted and paid to the IRD? If so, provide details e.g. IR1100 Residential land withholding tax return and other sale and purchase documents. | <input type="checkbox"/> | |
| Residential Property Sales | | |
| Have you sold any residential property during the year (not otherwise detailed on the information provided)? | <input type="checkbox"/> | |
| If yes, when was the property purchased? | | _____ |
| If it was purchased with 10 years of the sale date, | | |
| <ul style="list-style-type: none"> what was the original purchase price and the sale price? | | \$ _____ |
| | | \$ _____ |
| Mortgage Interest Paid on Residential Properties | | |
| Have you incurred interest on residential properties owned (which is not your main family home or a 'new build*')? Is the interest also against properties other than residential rentals? If so, please provide details of amount of interest and dates paid. | <input type="checkbox"/> | |
| * A new build is a self-contained residence that receives a Code Compliance Certificate confirming the residence was added to the land on or after 27 March 2020 | | |
| Research and Development | | |
| Have you spent an amount on research and development during the income year? If so, provide ledger accounts and details of expenditure | <input type="checkbox"/> | |

Motor Vehicles

The proportion of motor vehicle business use as established by your vehicle log book(s) is/are:

Vehicle Description: _____

| | | |
|---------------------|-------|----|
| Business | _____ | km |
| Total | _____ | km |
| Percentage Business | _____ | % |

Vehicle Description: _____

| | | |
|---------------------|-------|----|
| Business | _____ | km |
| Total | _____ | km |
| Percentage Business | _____ | % |

Please note that a detailed and accurate log book must be completed for a three month period every three years or vehicle expense claims will be limited to a maximum of 25% of expenses incurred. If you are operating as a Company, please indicate which vehicles you are currently paying Fringe Benefit tax for:

Thank you for completing this questionnaire - don't forget to sign it

Schedule 1 – Accounts Receivable (Debtors)
 Amounts owing to you at

| | |
|-------------|--|
| Client Name | |
|-------------|--|

| Name of Debtor | Description of Sale | Code | Total Incl GST |
|----------------|---------------------|------|----------------|
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|---------------|--|
| Totals | |
|---------------|--|

Schedule 2 – Accounts Payable (Creditors)
 Amounts owing by you at

| Name of Creditor | Description of Goods | Code | Total Incl GST |
|------------------|----------------------|------|----------------|
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|---------------|--|
| Totals | |
|---------------|--|

Schedule 3

Livestock – Cattle Tallies

- Include stock that you **own**, regardless of where the stock is located.
- Do not include stock owned by other people but grazing on your land.

| Cattle | | |
|-----------------------------------|-------------------------|---------------------|
| Opening Stock Numbers | | _____ |
| Add: | Purchased during year | _____ |
| | Calves Bred | _____ |
| | | Sub Total (A) _____ |
| Deduct: | Total Cattle sold | _____ |
| | Closing Stock Numbers | _____ |
| | Known Deaths and Killed | _____ |
| | | Sub Total (B) _____ |
| Unaccounted for and Missing (A-B) | | ===== |

| Description | | | | | Total Number of Cattle as at |
|---|---------|--|--------|--|------------------------------|
| Beef Breeds and Beef Crosses | | | | | |
| Rising one year heifers | | | | | |
| Rising two year heifers | | | | | |
| Mixed age cows | | | | | |
| Breeding Bulls | | | | | |
| Rising one year | Steers: | | Bulls: | | |
| Rising two year | Steers: | | Bulls: | | |
| Rising three year | Steers: | | Bulls: | | |
| Friesian and Related Breeds, Jersey and other dairy breeds | | | | | |
| Rising one year heifers | | | | | |
| Rising two year heifers | | | | | |
| Mixed age cows | | | | | |
| Breeding Bulls | | | | | |
| Rising one year | Steers: | | Bulls: | | |
| Rising two year | Steers: | | Bulls: | | |
| Rising three year | Steers: | | Bulls: | | |
| TOTAL | | | | | |
| Deaths and Losses | | | | | |
| Natural Increase | | | | | |
| Peak Milking Cow Numbers for the last season | | | | | |
| Effective Milking Hectares for the last season | | | | | |

Schedule 3

Livestock – Sheep Tallies

- Include stock that you **own**, regardless of where the stock is located.
- Do not include stock owned by other people but grazing on your land.

| Sheep | |
|-----------------------------------|-----------------------|
| Opening Stock Numbers | |
| Add: | Purchased during year |
| | Lambs Bred/Docked |
| | Sub Total (A) |
| Deduct: | Total Sheep Sold |
| | Closing Stock Numbers |
| | Sheep Killed |
| | Known Deaths |
| | Sub Total (B) |
| Unaccounted for and Missing (A-B) | |

| Description | Number of Sheep as at |
|---|-----------------------|
| Sheep | |
| Ewe hoggets | |
| Two tooth ewes | |
| Mixed age ewes (Rising 3 year and 4 year) | |
| Rising five year and older ewes | |
| Mixed age wethers | |
| Breeding rams | |
| Ram hoggets | |
| Wether hoggets | |
| TOTAL | |
| Sheep bred during the year (Lambs docked last spring) | |
| Deaths and Losses | |

| Wool | |
|--|--|
| Total kg's of wool on hand at Balance Date | |
| Date the wool was actually sold | |
| Net Proceeds received | |