



HC PARTNERS LP
Chartered Accountants

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Name _____

Address _____

2011 ANNUAL QUESTIONNAIRE

In order to prepare your financial statements and taxation returns, would you please provide the following information set out on the attached form and also supply the following records.

1 RECORDS REQUIRED FOR ACCOUNTS/TAX RETURN PREPARATION

IF YOU USE ACCOUNTING SOFTWARE

(a) If we input your data throughout the year, **please go straight to Question 3**

(b) If you prepare your own computer based cashbook (excluding BankLink), please print the following reports or supply a backup of the years data – ensuring that your back up has worked and that the reports do actually balance.

Analysis by Code/Ledger report

Trial Balance with extended codes

Last bank statement for each of the accounts used

Back-up Disk/CD/Memory stick (that works) attached

Please Note: If you operate the Banklink cashbook system this does mean that we have access to a large component of the information requested.

Please now go to Question 2

IF YOU DO NOT USE ACCOUNTING SOFTWARE

If you prepare a manual cashbook or keep other manual records please enclose the following.

Manual Cashbook Paid Accounts

Bank Statements for all accounts Credit Notes

Cheque butts Deposit Books

Please check these records are for the full year

PLEASE NOTE THIS FORM SHOULD BE SIGNED AND RETURNED TO US WITH YOUR PAPERS.

2 GST WORKINGS AND RETURNS

Please supply all; GST Returns and Workings including private use adjustments made for power, tolls, insurance, car expenses etc.

3. PRODUCE AND LIVESTOCK ON HAND

Grain, seeds or wool on hand at Balance Date (attach separate sheet if required)

Type	Quantity	Advances & Interim Payments (received prior to Balance Date) Exclude GST	Balance (Exclude GST)
.....
.....
.....

Livestock on hand at Balance Date – please complete the attached schedule in detail as this is required to comply with the livestock legislation.

4. INCOME OWING TO YOU

Detail any livestock, grain and seed sales or sundry income sold before Balance Date but the proceeds not banked until after Balance Date – **Do no include** in your stock on hand figures but provide details below (attach list if necessary).

Date	Description	Quantity	Amount (GST Inclusive)
.....
.....
.....

5. EXPENDITURE OWING BY YOU

Details of accounts owing BY YOU and unpaid at Balance Date (attach list if necessary).

To Whom	Details	Amount (GST Inclusive)
.....
.....
.....
.....
.....

6. CAPITAL EXPENDITURE

Motor vehicles, plant and equipment, land and buildings – full details of purchases and sales including trade-in prices and hire purchase particulars (attach hire purchase agreements).

Date of Purchase Sale/Trade-in	Description	New/Second-hand	Amount Paid (GST Inclusive)
.....
.....
.....
.....

PLEASE CHECK THE ASSET SCHEDULE IN LAST YEARS ACCOUNTS AND NOTE ANY ITEMS SOLD OR WRITTEN OFF

If insufficient space please provide a separate schedule

7. **PRIVATE MOTOR VEHICLE**

(a)	Motor Vehicle	Model	Maintained a Log Book	Business Percentage
	YES/NO
	YES/NO
	YES/NO

(b) A new log book is required if it has been over 3 years since log book kept or new vehicle purchased.

(c) Please ensure that private vehicle expenses (fuel, repairs and insurance) are able to be identified.

8. **RATIONS SUPPLIED**
 Approximate number of **Meals** supplied during the year to Employees, Stock Agents, Contractors, etc

Meals	Morning and Afternoon Teas
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9. **CASH TRANSACTIONS**
 Details of cash received but not banked (e.g. wool and skins, rebates etc)

Date	Details	Amount (GST Inclusive)
.....
.....
.....

Details of business accounts paid in cash during the year (e.g. Warrants of Fitness, small repairs etc)

Date	To Whom	Details	Amount
.....
.....
.....

10. **DAIRY FARMERS**
 All letters or statements from Dairy Industries detailing share, Peak Notes and Capital Note movements (including June/July) and any dividends or interest received during the year.

Livestock Improvement Corporation Limited – letter/statement detailing share movements and dividends received during the year

If you use "Fencepost" for accessing your Fonterra information could you please advise us of your **user name** and **password**

User Name	Password
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11. **INSURANCE**
 Please enclose all annual premium advice notes, or advise details of the following

Item Insured	Insurance company	Premium
Private Vehicles
House Owners
House Contents
Other Private Items (eg Boat)
Personal Accident Insurance***

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

12. **FARM AREA (Hectares)**

Total Farm Area Effective Farm Area

13. **TERM LOANS/HIRE PURCHASE CONTRACTS**

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

14. **MISCELLANEOUS INFORMATION**

Power account showing the credit for the South Canterbury Power Trust dividend (usually December or January)

Dividend, Rebate and Bonus Advice slips and statements/letters detailing any share changes for any Company in which you hold shares

Fringe Benefit Tax returns (if relevant)

Statements for all savings accounts

Annual interest received advice slips

All dividend advice slips for dividends received

Latest Rating Valuation (if applicable)

Any other miscellaneous income

Would you like us to supply a copy of your accounts to your Bank. YES/NO

Is there a requirement to have the accounts produced by a specific date YES/NO
 Reason (bank covenant etc) _____
 Date Required _____

15. **WORKING FOR FAMILIES**

Please show names, dates of birth and IRD Numbers of all children under the age of 18 not in full employment, or receiving benefits or Student Allowances, or 18 and still at school. This will enable us to estimate whether you have any entitlements due. Please supply Birth Certificates for any children born during the year, who have not yet been issued with an IRD Number. If your child left school during the year, please advise the date of leaving school.

<u>Name of Child</u>	<u>Date of Birth</u>	<u>IRD Number</u>	<u>Date Left School</u>
.....
.....
.....

Have you married, separated or changed family circumstances during the year YES / NO
 If YES please provide details

Have you had a baby during the year? YES / NO

If yes, have you claimed the Parental Tax Credit? YES / NO
 Or Paid Parental Leave? YES / NO

If your Partner files his/her own Return of Income, we need a copy of their tax return or details of total income

Hours of work required for some Working for Families

In a single parent family, do you work 20 hours or more per week? YES / NO

In a two parent family, are your combined hours 30 or more hours per week? YES / NO

Please be aware that supplying incomplete records could require us to obtain missing information from your Bank, solicitor, etc, which may result in additional charges.

DISCLAIMER BY HC PARTNERS LP: CLIENT COMPUTER RECORDS

If you supply financial information to us from your own computer you should be aware that we will not, as part of our Financial Statement preparation, check the accuracy of all transactions you have processed. We will therefore not be responsible for penalties imposed by the Inland Revenue Department as a result of an Audit that identifies incorrect treatment of claims or income.

If you are uncertain on the taxation treatment of any item, it is your responsibility to bring it to our attention.

AUTHORITY TO HC PARTNERS LP

I authorise you to prepare financial statements from the information and records I have supplied to you. I advise you not to complete an audit or review. I accept responsibility for the accuracy and completeness of all records and information supplied to you.

Unless I otherwise instruct you, the financial statements are to be prepared as a *Special Purpose Report*, to be used by me for taxation purposes only.

I also authorise you to obtain any necessary information, whether electronically or otherwise, held by the Inland Revenue Department in respect to all tax types and any other information from any Organisation.

Name: _____

Signed:

Date:

PLEASE NOTE THIS FORM SHOULD BE SIGNED AND RETURNED TO US WITH YOUR PAPERS.

UPDATE OF CONTACT DETAILS

If any of the details below have changed over the past year, could you please provide us them.

Phone Number: (0__) _____

Fax Number: (0__) _____

Mobile Phone Number: 02__ - _____

E-mail Address: _____

Bank/Branch: _____

Solicitor: _____

STOCK ON HAND AT BALANCE DATE

SHEEP	Numbers
2-th Ewes
3 & 4 Year Ewes
5 & 6 Year Ewes
Ewe Hoggets
MA Wethers
Breeding Rams
Ram & Wether Hoggets
TOTAL	<u> </u>

Lambs Tailed

CATTLE	Friesian	Jersey	Beef
MA Cows
R2 Yr Heifers
R1 Yr Heifers (Calves during year)
Breeding Bulls
R3 Yr & Older Steers & Bulls
R2 Yr Steers & Bulls
R1 Yr Steers & Bulls (Calves during year)
TOTAL	<u> </u>	<u> </u>	<u> </u>

Calves Marked

DEER	Red	Wapiti	Other (Fallow)
MA Hinds
R2 Yr Hinds
R1 Yr Hinds (Fawns during year)
Breeding Stags
R2 Yr Stags
R1 Yr Stags
TOTAL	<u> </u>	<u> </u>	<u> </u>

Fawns Born

(If more than one breed type, please attach extra schedule)

LIVESTOCK RECONCILIATION

SHEEP	Numbers
Opening Balance (Refer to last year's Annual Accounts)
Add Purchases
Lambs Tailed	<u> </u>
Sub Total	<u> </u>
Less Sales
Deaths	<u> </u>
Closing Stock	<u> </u>

CATTLE	
Opening Balance (Refer to last year's Annual Accounts)
Add Purchases
Calves Marked	<u> </u>
Sub Total	<u> </u>
Less Sales
Deaths	<u> </u>
Closing Stock	<u> </u>

DEER	
Opening Balance (Refer to last year's Annual Accounts)
Add Purchases
Fawns Born	<u> </u>
Sub Total	<u> </u>
Less Sales
Deaths	<u> </u>
Closing Stock	<u> </u>

STOCK ON HAND AT BALANCE DATE

GOATS

Angora & Angora Crosses	Nos.
Purebred & G1 to G4	
R1 Yr Does
R2 Yr Does
R1 Yr Bucks
Bucks : Non Breeding & Wether over 1 Year
TOTAL	<u>.....</u>

Kids Born

Milking Dairy **Nos.**

R1 Yr Does
Does over 1 Yr
Breeding Bucks
Other Dairy Goats
Bucks : Non Breeding & Wether over 1 Year
TOTAL	<u>.....</u>

Kids Born

PIGS **Numbers**

Breeding Sows (less than 1 Yr)
Breeding Sows (over 1 Yr)
Breeding Boars
Weaners less than 10 weeks (excluding Sucklings)
Growing Pigs (10-17 week Porkers/Baconers)
Growing Pigs (over 176 weeks - Baconers)
TOTAL	<u>.....</u>

Pigs Born

Other Livestock (ie Horses)

.....

LIVESTOCK RECONCILIATION

GOATS

Opening Balance (Refer to last year's Annual Accounts)
Add Purchases
Kids Born	<u>.....</u>
Sub Total	<u>.....</u>
Less Sales
Deaths	<u>.....</u>
Closing Stock	<u>.....</u>

PIGS

Opening Balance (Refer to last year's Annual Accounts)
Add Purchases
Pigs Born	<u>.....</u>
Sub Total	<u>.....</u>
Less Sales
Deaths	<u>.....</u>
Closing Stock	<u>.....</u>