

Completion of a level one physical questionnaire is required to provide supporting information for the financial or level two physical detail analysis.

### How to complete this questionnaire:

Sections 1 – 6 are compulsory to complete (to generate a DairyBase financial or physical report)

Section 7 & 8 are required to generate a financial report

Completing section 7 allows DairyBase to adjust the business financial accounts to reflect any changes in inventories of supplementary feeds which may under or overstate your operating profit. Complete this section if you think that changes in your feed inventory are significant enough to make a difference to your financial results.

Completing section 8 allows DairyBase to calculate the financial return on assets owned or leased by the business. Section 8 should only be completed if you own the farm(s) **and** you wish to receive a DairyBase Full Business Analysis (showing return on assets and return on equity).

### Tips for completing this questionnaire:

1. Utilised information in light grey shaded areas for suggestion on where to source answers and further clarification on what the question is asking
2. If information is lacking to complete question use the default option (where available)
3. If you are having trouble or get stuck on a question, move on and come back to it
4. Utilise your DairyBase rural professional to assist or contact DairyBase on 0800 4 DairyNZ

Once this questionnaire is completed return to your rural professional, consulting officer or the DairyBase support centre (Cnr Ruakura & Morrinsville Roads, Newstead, Private Bag 3221, Hamilton 3240).

<b>Farm Business Name:</b>		<b>General comments e.g. Major flood, dried off early, first year conversion</b>
<b>Client Name:</b>		
<b>Season:</b> e.g. 2016-17	<b>DairyBase ID number:</b>	

## Section 1 – Basic farm business description – Required information

Balance date		The last day of the financial year for this report
District council		This is the body that collects the rates for the business. For example, Rodney, Waipa
Dairy company(s) and supply number(s)		Enter all the dairy company name(s) and individual supply number(s) from which revenue is included in this farm business. For example, Fonterra 99999, 88888
Farm business type	<p>Circle one:</p> <ol style="list-style-type: none"> <li>1. Owner operator</li> <li>2. '50-50' sharemilker</li> <li>3. Owner with '50-50' sharemilker</li> <li>4. Owner with variable order or contract milker</li> <li>5. Variable order sharemilker</li> <li>6. Contract milker</li> <li>7. Diverse</li> </ol>	<ol style="list-style-type: none"> <li>1. Owns (or leases) both cows and land.</li> <li>2. Owns (or leases) herd but not land, receives 40-60% of milk revenue.</li> <li>3. Owner employs a '50-50' sharemilker (or equivalent)</li> <li>4. Owner receives 60% to 99% of milk revenue</li> <li>5. Receives less than 40% of milk revenue and owns part of the herd.</li> <li>6. Receives less than 23% (North Island) or 19% (South Island) of milk revenue and may own (or leases) some cows.</li> <li>7. Any operation that does not fit the categories above</li> </ol>
Portion of milk revenue received	<p>Circle one:</p> <ol style="list-style-type: none"> <li>1. 100%</li> <li>2. 50%</li> <li>3. Other (please specify) _____%</li> <li>4. \$/kg MS (please specify) \$_____/kg MS</li> </ol>	<p>100% for owner operator, 60-40% for owner with 50/50 sharemilker. For owner with variable order / contract milker enter the net % milk revenue received by the owner (between 65% and 90%). Enter \$/kg MS for variable order sharemilkers or contract milkers only (when the percentage of milk revenue is not available)..</p>

## Section 2 – Additional physical description – Required information

<p>Certified organic farm</p>	<p>Circle one:            1. Yes            2. No</p>	<p>Predominant breed</p>	<p>Circle one:            1. Friesian (including crossbreed more than 70% Friesian)            2. Crossbred            3. Jersey (including crossbreed more than 70% Jersey)            4. Ayrshire            5. Other</p>
<p>Winter milk contract</p>	<p>Circle one:            1. Yes            2. No</p>	<p>Milking interval</p>	<p>Circle one:            1. Twice a day milking            2. Once a day (full season)            3. Once a day (16-30 weeks)            4. Other, for example, three times in 48 hrs</p>
<p>Calving season</p>	<p>Circle one:            1. Spring only            2. Autumn only            3. Spring and Autumn            4. Other – inc. year round and extended lactation</p>	<p>Irrigation used (not including effluent)</p>	<p>Circle one:            1. Not irrigated            2. Less than 30% irrigated            3. More than 30% irrigated</p>
<p>Production system</p>	<p>Circle one:            1. System 1 - All grass self-contained, all cows on dairy platform for the year, no imported feed            2. System 2 - Feed imported for dry cows, or cows grazed off            3. System 3 - Feed imported to extend lactation (typically autumn) and for dry cows            4. System 4 - Feed imported to extend both ends of lactation and for dry cows            5. System 5 - Imported feed used all year</p>	<p>System 1 – No supplement fed to the herd except supplement harvested off the effective milking area and no grazing off the effective milking area.</p> <p>System 2 – Approximately 4 - 14% of total feed is imported. Large variation in percentage as in high rainfall areas and cold climates such as Southland, most of the cows are wintered off.</p> <p>System 3 – Approximately 10-20% of total feed is imported. In Westland feed to extend lactation may be imported in spring rather than autumn. Farms feeding 1 to 2kg of meal or grain/day for most of the season might best fit in System 3.</p> <p>System 4 – Approximately 20 - 30% of total feed is imported.</p> <p>System 5 – Imported feed used all year, throughout lactation &amp; for dry cows. Approximately 25 – 40% (but can be up to 55%) of total feed is imported.</p>	

**Section 3a – Land farmed (owned, leased or share-milked) – Required information**

Accurately specifying the area farmed is important for DairyBase calculations and to compare businesses properly. DairyBase bases all calculations on the effective ‘milking area’, however, DairyBase adjusts expense calculations if a support block is owned. Non-dairy land information is not strictly required but can be helpful if non-dairy operations are a significant part of your overall farm business.

**Land farmed**

	Milking area (Ha)	Support block area (Ha)	Non-dairy (Ha)	
	Milking area is all land which is milked on. Young stock may also be grazed or supplements and crops grown on the milking area.	Support block is land not milked on and used to support the milking area. For example, grazing young stock, dry cows or supplementary feed.	Non-dairy area is land used for other uses e.g. beef sheep, deer, forestry, horticulture, arable crops...	
Effective area (a)				Effective area is the land available for grazing and cropping.
Ungrazable area (b)				Ungrazable area includes land for buildings, races, bush, drains..
Total area (a+b)				Effective and ungrazable areas must equal total area. Total should be the same as the rateable area.

**Land owned or leased (at opening of financial year) –** If you own or lease the above land (as opposed to being a sharemilker / contract milker on the land) complete the below table. Typically for an owner-operator the owned and leased land areas should add to the total area above. If you are a sharemilker that own or leases some of the land that you farm please indicate this below.

Land owned				For each of the land types indicate how many hectares are owned
Land leased				For each of the land types indicate how many hectares are leased.

**Section 3b –Support block land purchased / sold during the season – Required information**

Where there any changes to the support block land area farmed during the course of the season (for example, a land sale)? If so, please indicate the number of Ha (negative if sold) and the date it was purchased/sold.	
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## Section 4 – Milk production – Required information

This data can be sourced from your final milk statement or from your milk processor.

- Fonterra suppliers can access their information online at Farm Source (accessed through <https://nzfarmsource.co.nz/>).
- Westland suppliers can source as follows: [www.westland.co.nz](http://www.westland.co.nz) – Daily Results – Enter Season start and end dates and view.

	Total milksolids	Required for DairyBase level two physical analysis only (component breakdown)		
Milk production for <b>financial</b> year (kg MS)		Fat (kg)		The fat, protein and volume information is used in calculations to develop a DairyBase physical analysis. Other information required to undertake a physical analysis is asked in a DairyBase 'level two' questionnaire. However, we collect information relating to milk production in this questionnaire to avoid duplication of looking at milk statements. If this information is not easily available leave blank.
		Protein (kg)		
		Volume (litres)		
Milk production for <b>seasonal</b> year (1 June – 31 May) if different from above (kg MS).		Fat (kg)		If the balance date for your accounts does not match the production year (i.e. is not in May) then also complete the "Milk production for seasonal year" fields (this refers to kg milksolids produced between 1 <sup>st</sup> June and 31 <sup>st</sup> May).
		Protein (kg)		
		Volume (litres)		

## Section 5 – Peak cows – Required information

Peak cows milked		Maximum number of cows milked at any time during the season
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## Section 6a – Unpaid labour – Required information

The information in this part allows DairyBase to adjust the salary and wages in the business financial accounts for any unpaid labour (typically the business owner(s) and other family members).

List all people who work <b>unpaid</b> for the business. (We suggest listing people using their first names to make sure that you've got everyone. If this person manages the farm business please indicate this with a tick below.)	Number of weeks worked during the year	For each person tick the box that best describes how much time that person worked in the business during the weeks they worked.					
		8 hours per week or less	9-15 hours per week	16-25 hours per week	26-40 hours per week	Full time - 41-60 hours per week	More than full time – 60+ hours per week
<b>Manager?</b>							
1							
2							
3							

## Section 6b – External labour – Required information

The information in this part allows DairyBase to calculate benchmarks based on the number of people employed by the business

List all people who work <b>paid</b> for the business. (We suggest listing people using their first names to make sure that you've got everyone. However, you can also group more than one employee on a line by writing 2 people, 3 people etc. )	Number of weeks worked during the year	For each employee, or group of employees, tick the box that best describes how much time that person worked in the business during the weeks they worked.					
		8 hours per week or less	9-15 hours per week	16-25 hours per week	26-40 hours per week	Full time - 41-60 hours per week	More than full time – 60+ hours per week
1							
2							
3							
4							
5							
6							

## Section 7 – Supplementary feed on hand – Only required if you would like to receive a financial report

Complete this section if you think that changes in your feed inventory are significant enough to make a difference to your financial results. The information in this part allows DairyBase to adjust the business financial accounts to reflect any changes in inventories of supplementary feeds. For example, if you have built up a large feed inventory over the year, but your accounts do not reflect this, your operating profit may be understated without this adjustment. You can complete this section in one of two ways. **Either**

<b>Enter change in feed inventory</b> (this applies for the financial year end <u>not</u> production year end)	_____ tonnes dry matter	Circle one: 1. More 2. Less
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**Or** complete the table below and we will calculate the change for you.

<b>To calculate bale size</b> (Weight of bale in KgDm ÷ 15kg = bale size 1) For example a 180kg bale ÷ 15 = bale size 12	Bale size	Amount on hand at <b>start</b> of financial year	Amount on hand at <b>end</b> of financial year
Hay	(bales)		
Wrapped grass silage	(bales)		
Grass silage – pit	(cubic metres)		
Maize silage – pit	(cubic metres)		
Meal	(wet tonnes)		
Any other feeds – specify type Name			
	(tonnes dry matter)		
	(tonnes dry matter)		
	(tonnes dry matter)		
	(tonnes dry matter)		

**Section 8a – Land valuations – Only required if you would like to receive a full financial report**

Section 8 should only be completed if you own the farm(s) **and** you wish to receive a DairyBase Full Business Analysis (showing return on assets and return on equity). The information on this page allows DairyBase to calculate the financial return on assets owned or leased by the business.

**Land Owned**  
Land owned at the start of the season (opening assets). Land Owned (Total Ha) + Land Leased (Total Ha) should = Total Land Farmed from previous section.

Area (ha)	Physical address (including number) OR Title number (refer to the Rating Valuation notice)	Land <b>(P)</b> urchased or <b>(S)</b> old during season		Transaction Date
		Area (ha)	Tick <b>(P)</b> OR <b>(S)</b>	

**Milking platform**

			<input type="checkbox"/> <input type="checkbox"/>	___ / ___ / 20___
			<input type="checkbox"/> <input type="checkbox"/>	___ / ___ / 20___
			<input type="checkbox"/> <input type="checkbox"/>	___ / ___ / 20___
			<input type="checkbox"/> <input type="checkbox"/>	___ / ___ / 20___
			<input type="checkbox"/> <input type="checkbox"/>	___ / ___ / 20___
			<input type="checkbox"/> <input type="checkbox"/>	___ / ___ / 20___

**Estimated Market Value (Optional): Opening: \$..... Closing: \$.....**

**Support block**

			<input type="checkbox"/> <input type="checkbox"/>	___ / ___ / 20___
			<input type="checkbox"/> <input type="checkbox"/>	___ / ___ / 20___

**Estimated Market Value (Optional): Opening: \$..... Closing: \$.....**

**Non-Dairy**

			<input type="checkbox"/> <input type="checkbox"/>	___ / ___ / 20___
			<input type="checkbox"/> <input type="checkbox"/>	___ / ___ / 20___

**Estimated Market Value (Optional): Opening: \$..... Closing: \$.....**

Leased land during the season (Only include leases paid by you to external parties)		Total area (ha)	Lease GST excl
Milking platform			
Support block			