

Trust Questionnaire



Tax Year 1 April to 31 March

Name:

Balance Date:

Daytime Contact Ph:

Home Ph:

Email:

Mobile:

ACKNOWLEDGEMENT BY CLIENT OF TERMS OF SERVICE AGREEMENT

The preparation of our financial statements is at our request and for our purposes only and is not to include an audit or a detailed review to substantiate the accuracy of the information.

We accept responsibility for the accuracy and completeness of the information supplied. We also accept responsibility for supplying all information necessary to enable returns to be filed by due date.

We understand that the detection of error or fraud is not part of the engagement for preparation of the financial statements and that Kendons Chartered Accountants Limited are not liable for the accuracy and completeness of the information supplied to them.

We acknowledge that the legal obligation to file tax returns and pay tax by due date rests with us.

Authorisation to Obtain Information Subject to the Privacy Act

I authorise Kendons Chartered Accountants Ltd to obtain such further information, as required to complete this engagement, from the appropriate bankers, solicitors, finance companies, share registries, Inland Revenue Department and other persons or organisations.

Client's Signature:

Date:

1. Records – please provide information for all items below which are relevant to your Trust.

(a) COMPUTER BASED RECORDS (please provide copy of your Balance Date bank statements)

- (i) Xero Users: Please complete bank reconciliation and email us to confirm this has been completed. Please ensure you give us access to your Xero account if you haven't already.
- (ii) Cash Manager Users – Please complete your Bank Reconciliation and email the 'Cash Manager Transfer' file to kendons@kendons.co.nz.
- (iii) MYOB Users – Please reconcile Bank, Debtors & Creditors and email a BACKUP of your files to kendons@kendons.co.nz (do not send Accountant Export File).

PLEASE do not make any adjustments after you have sent us your file without first contacting us.

- (iv) All other software programs – please supply a trial balance, bank reconciliation and a printout of all ledger accounts for the year.
- (v) CASHBOOK (Reconciled to Bank Statements)
- (vi) BANK RECORDS - please provide a .csv file of your bank statements.

**Are loans, personal deposits and transfers from other bank accounts clearly marked?
If not please attach a list.**

- (b) HIRE PURCHASE / MORTGAGE / LOAN / LEASE AGREEMENTS. Please supply documents for new and current agreements.
- (c) GST RETURNS/FBT RETURNS for the year and work papers.
- (d) Did the Trust begin or cease during the year? YES / NO
If YES, please provide details.
- (e) COMPANY DIVIDENDS / INTEREST RECEIVED / PORTFOLIO
Please attach advice slips / RWT certificates / portfolio tax report and valuation.

2. Investments

- a) Did you acquire or purchase any new shares? YES / NO
- b) Did you sell any shares? YES / NO
- c) Have any deposits matured? YES / NO
- d) Did you reinvest or make new investments? YES / NO

If you have answered YES to any of these questions, please provide details.

Please also complete the schedule below providing details of all investments in overseas companies. We will determine the market values if you do not know them

Overseas Companies

Name of Company	Country	No. of Shares	Cost \$NZ	Date of Purchase	31/03/15 \$NZ Market Value	31/3/16 \$NZ Market Value

3. **Accounts Payable** at Balance Date (attach list)
4. **Rental Property** – Does the trust own rental properties? YES / NO
 If YES please complete the Rental Property Schedule attached to this questionnaire, or request a copy from us.
 Have you sold/purchased any property during the year? YES / NO
IF YES, Please supply a copy of Solicitor’s Settlement Statement.
5. **Other Income** – Does the Trust have other income such as business or Partnership income? YES / NO
6. **Minutes** – Have any minutes been prepared to record the Trustees’ decisions regarding: investments YES / NO
 : payments to beneficiaries YES / NO / NA
 Details (or a copy of the minutes) would be helpful in preparing the Annual Accounts.
7. **Gifts** – Were any gifts made to the Trust during the year? YES / NO
 Please attach a copy of the Gift Statement.
8. **Payments to Beneficiaries** – Are these to be from income or capital? INCOME / CAPITAL
9. **Purchase & Sale of Trust Assets** – please attach details of assets purchased (please indicate whether they were purchased second-hand) and assets sold during the year.

For Office Use Only

Date Received:

Received by: