

Financial Statements for Trusts Questionnaire – 31st March 2018

Please ensure this questionnaire is completed and included with your records

Name: Address:	Phone: Mobile:	
Balance Date:	Fax:	
	Email:	

Dear Valued Client

This questionnaire provides us with the information necessary to complete your tax return. It is therefore important **that all the questions below are answered** and the **information given is complete and accurate**. This will ensure we can maximise your tax claims and minimise your tax payments. If any section is not applicable, please put a line through the box.

To: Alliot BW Limited
PO Box 99841
Newmarket
AUCKLAND 1149
Email: Philippa.m@alliotbw.co.nz

Terms of Engagement

We hereby instruct you to prepare my/our Financial Statements and Taxation Returns for the year/period ending 31 March 2018. 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.

I/We do not want you to complete an audit unless required by statute or banks.

I/We do not want you to undertake a detailed review of my affairs in order to substantiate the accuracy of the information, and accept you are unable to provide assurance on the Financial Statements.

I/We understand that a compilation agreement cannot be relied on to detect error and fraud.

I/We understand that the Financial Statements and Taxation Returns are prepared for my/our own use and to determine my/our income tax 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 will be set out in a more detailed Engagement Letter when we commence preparing your financial statements and tax returns.

You are hereby authorised to communicate with my/our bankers, solicitors, finance companies and all government agencies to obtain such information as you require in order to complete the above assignments.

Further, we authorise you in the course of preparing our financial statements to allow Alliot BW Ltd staff and other persons contacted to Alliot BW Ltd access to our information.

You are to represent me/us as my/our tax agent. You are therefore authorised to sign any taxation return on behalf of myself/ourselves or any of my/our associated entities.

I/We understand that if fees are charged on a monthly basis payment will be due by the 20th of the month following. Should any invoices remain unpaid after the invoice due date, interest of 1.5% per month of the unpaid amount will be added onto my/our account.

Signature _____

Date _____

Records Required	✓	Comment
Bank Statements, Cheque butts, Cash books, etc		
<p>Where no Cashbook is supplied, please provide the following for the full financial year and one month past balance date:</p> <ul style="list-style-type: none"> ▪ Bank statements including any savings account or term deposit. ▪ Cheque & Deposit butts showing the nature of each payment/deposit. ▪ Receipt books. Make sure any items not for business sales are clearly marked. <p>Where you supply a written Cashbook, please provide the following for the full financial year and one month past balance date:</p> <ul style="list-style-type: none"> ▪ Cashbook, written up, analysed and reconciled to the bank statements monthly. ▪ Bank statements including any savings account or term deposit. ▪ Cheque & Deposit butts showing the nature of each payment/deposit. <p>Where your records are on an electronic format, please provide:</p> <ul style="list-style-type: none"> ▪ Backup disk as at the end of financial year or email files to us. ▪ Copy of Bank Reconciliation as at balance date for all bank accounts. ▪ Final Bank Statement for year for all bank accounts. 	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
Records Required		
Loan Statements		
<p>Were there any new borrowings this year? Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>Were any loans settled during the year? Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>Supply a copy of any loan transaction statements or bank loan summaries for the financial year up to your balance date.</p>	<input type="checkbox"/>	
Interest and Dividend Certificates		
<p>Supply copies of certificates.</p>	<input type="checkbox"/>	
Income from overseas		
<p>Please provide details of all overseas income received by the trust including any taxes paid.</p>	<input type="checkbox"/>	
Other Income		
<p>Please provide details of any other income the trust derived during the financial year.</p>	<input type="checkbox"/>	
Income/ tax credits from partnerships or other trusts and estates		
<p>Please attach details of any income or tax credits from a partnership, estate or trust?</p> <p>Detail only the name if Allcott BW Ltd prepare the financial statements</p> <p>Name</p>	<input type="checkbox"/>	
Loss from a Loss Attributing Qualifying Company		
<p>(Note: Do not complete if Allcott BW Ltd completes the company financial statements)</p> <p>Please provide details on any loss attributed to the trust as a shareholder of a Loss Attributing Qualifying Company.</p> <p>Company</p> <p>Shareholding</p> <p>Loss \$.....</p>	<input type="checkbox"/>	

Goods & Services Tax (GST) Returns		
Supply copies of Goods & Services Tax (GST) Returns and work papers.	<input type="checkbox"/>	
Capital Expenditure /Share Investments		
<p>Attach details of assets purchased or sold during the year such as land and buildings, motor vehicles, and furniture and fittings. Where applicable please provide the following details:</p> <ul style="list-style-type: none"> ▪ Hire Purchase or loan agreements ▪ Lease agreements ▪ All legal statements and agreements ▪ Trade-in details ▪ Lost, stolen or scrapped items <p>Copy of Tax Invoices</p> <p>Please provide details of any shares purchased or sold during the year. Attach copies of share certificates.</p>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
Transactions Not Through the Trust Bank Account		
Please provide a list of any trust expenses paid personally or trust income received that did not go through the Trust bank account.	<input type="checkbox"/>	
Records Required		<input checked="" type="checkbox"/> Comment
Accounts Payable (Creditors)		
All accounts or amounts owing by you at balance date should be scheduled indicating name of creditor, amount and what the debt is for. Alternatively, mark on cheque butts or highlight in cash book those items in the month following your balance date, which should be included. Holiday pay or bonuses paid within 63 days of your balance date may be included.	<input type="checkbox"/>	Total at Balance Date: \$ _____ GST Included <input type="checkbox"/> Excluded <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. Please include a copy of your latest Rateable Valuation for any properties you own.	<input type="checkbox"/>	
Foreign entities		
<p>Did the trust hold rights in any of the following entities for which disclosure is required?</p> <p>Foreign company/ Non-qualifying Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>Foreign Investment (ie unit trust, superannuation scheme or life insurance policy) Yes <input type="checkbox"/> No <input type="checkbox"/></p>	<input type="checkbox"/>	
Gifting		
Please attach any details of any gifting done during the year.	<input type="checkbox"/>	

Motor Vehicles	Home Office Expenses
<p>The proportion of motor vehicle business use as established by your vehicle log book(s) is/are:</p> <p>Vehicle Description: _____</p> <p>Business _____ km Total _____ km Percentage Business _____ %</p> <p>Vehicle Description: _____</p> <p>Business _____ km Total _____ km Percentage Business _____ %</p> <p>▪ 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.</p> <p>_____</p> <p>_____</p>	<p>If part of your home is set aside principally for use as an office/workshop/storage area, please provide the following details:</p> <p>Business Area: _____ M2 Total Area: _____ M2</p> <p>Power \$ _____ Insurance (Building & Contents) \$ _____ Interest (House Mortgage) \$ _____ Rates \$ _____ Repairs & Maintenance \$ _____ Other \$ _____ Total \$ _____ Cost of House and Section \$ _____ Cost of Section \$ _____</p>
CHECKLIST OF RECORDS REQUIRED	
<ul style="list-style-type: none"> • Interest/Dividend Resident Withholding Tax remittance slips • List of Creditors • Record of assets purchased/sold • Bank statements covering full year • Cashbook 	<ul style="list-style-type: none"> • Legal statements eg settlement statements for property • Gifting statements • Copies of GST returns • Share purchase/sale details • Investment and Income Summaries for the year

Thank you for completing this questionnaire

Please remember to sign the front page.