

Trust Financial Statements Questionnaire – 31 March 2020

Ensure this questionnaire is completed and included with your records

Please complete for any changes:

Client Name		Office Phone:	
Balance Date	31 March 2020	Home Phone:	
		Mobile Phone:	
		Fax:	
		Email:	

To: BWTL Advisory Limited

Terms of Engagement

I/We hereby instruct you to prepare my/our Financial Statements and Taxation Returns for the year/period ending 31 March 2020. 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 if anything should 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 all accounts are due for payment by the 20th of the month following invoice date. I/We further accept that any collection costs you incur will be fully recoverable from me/us.

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

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.

Unless required by legislation or specifically requested by you, we will prepare the financial statements as special purpose reports in accordance with Chartered Accountants of Australia New Zealand Special Purpose Financial Reporting Framework and/or principles contained in the Income Tax Act 2007.

Financial Statements prepared by us will carry the following disclaimers:

"A compilation is limited primarily to the collection, classification and summarisation of financial information supplied by the client. A compilation does not involve the verification of that information. We have not audited or reviewed the Financial Statements and therefore neither we nor any of our employees accept any responsibility for the accuracy of the materials from which the Financial Statements have been prepared. Further, the Financial Statements have been prepared at the request of and for the purpose of the client only and neither we nor any of our employees accept any responsibility on any ground whatever, including liability in negligence, to any other person."

Signature _____

Date _____

Convenient time to call you is:	
Alternative phone numbers are:	
Would you like us to supply a copy of your financial statements to your bank?	Yes <input type="checkbox"/> No <input type="checkbox"/> (Tick One)
Name of bank manager and email address	
Bank account number for IRD refunds	
How would you like to receive our newsletter?	By Email <input type="checkbox"/> or By Post <input type="checkbox"/> (Tick One)

Records Required:	✓	Comment:
Bank Statements, Cheque butts, Cash books, etc		
<p>a). Where no Cashbook is supplied, please provide and include 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. ▪ Suppliers' invoices filed in cheque number order. 	<input type="checkbox"/>	
<p>b). Where you supply a written Cashbook, please provide and include 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. 	<input type="checkbox"/>	
<p>c). Where you use an accounting software package, please provide:</p> <ul style="list-style-type: none"> ▪ Backup disk as at the end of financial year or email backup files to us. ▪ Copy of Bank Reconciliation as at balance date for all bank accounts. ▪ Final Bank Statement for year for all bank accounts. ▪ Transaction Listing for Accounts Payable and Accounts Receivable as at balance date. 	<input type="checkbox"/>	
Loan Statements		
Supply a copy of any loan transaction statements for the financial year up to your balance date.	<input type="checkbox"/>	
Goods & Services Tax (GST) Returns		
Supply copies of Goods & Services Tax (GST) Returns and work papers.	<input type="checkbox"/>	
Interest and Dividend Certificates		
Supply copies of certificates.	<input type="checkbox"/>	
Accounts Receivable (Debtors) – see attached Schedule 1		
All accounts or amounts owing to you at balance date should be scheduled. Exclude 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. 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"/>
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 ▪ Lease agreements ▪ All legal statements and agreements ▪ Trade-in details ▪ Lost, stolen or scrapped items ▪ Copy of Tax Invoices 	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <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"/>	
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"/> <input type="checkbox"/>	
Gifting Programme		
Please advise the date of gifts made to your trust during the financial year. If you have copies of the gifting documentation from your solicitor, please attach this.	<input type="checkbox"/>	Date of Gift _____
Major Transactions		
Please provide a list of any major transactions that have occurred during the financial year that affect the Trust.	<input type="checkbox"/>	<hr/> <hr/> <hr/> <hr/>

Investments		
Term Deposits Please provide:	<input type="checkbox"/>	
<ul style="list-style-type: none"> ▪ Year end statements for all deposits held by the business at balance date ▪ Certificates summarising annual interest earned & RWT deducted 	<input type="checkbox"/> <input type="checkbox"/>	
Shares Please provide:	<input type="checkbox"/>	
<ul style="list-style-type: none"> ▪ Details of any share purchases or sales by the business during the year ▪ List of shares held in companies at balance date ▪ Dividend statements for any dividends received during the year 	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
Portfolio Investment Entities (PIE) Please provide:	<input type="checkbox"/>	
<ul style="list-style-type: none"> ▪ Copies of all distribution summaries received during the year 	<input type="checkbox"/>	
Portfolio Summary & Tax Report	<input type="checkbox"/>	
If you use a financial advisor to manage your investments, please provide a copy of any portfolio summary and tax reports received in respect of the financial year	<input type="checkbox"/>	

Mixed Use Holiday Home

Do you have a property (such as a holiday home or a bach) that is used privately and also to derive income?
 Details of property

Was the property empty for 62 days in the income year? If yes, please complete the following section so we can determine the amount of allowable deductions.

Mixed Use Holiday Home – Information Required

The number of days the property was empty during the income year _____

The number of days the property was used by family or associated persons* during the income year _____

* Associated persons include close relatives, or if owned by an entity, persons associated with the entity owning the property

If there is more than one tenant who used the property through the year, please attach details.

Name of tenant: _____

Relationship to owner (if any): _____

Amount of rent they paid: \$ _____

Dates rented (From: To) _____

Expenses incurred in respect of the property (the list below is not exhaustive – details of all expenses will be required):

Cost of advertising for tenants \$ _____

Cost of repairing damages caused by tenants \$ _____

Number of days spent in the property while repairing damages caused by tenants _____

Mortgage interest \$ _____

Rates \$ _____

Insurance \$ _____

Repairs/maintenance for general wear and tear \$ _____

Other (please give details) _____

Book a Bach/Air BnB

Does this entity provide any accommodation via Book a Bach/Air Bnb? Yes No

Residential Land Withholding Tax (RLWT)

Have you sold residential property in New Zealand where RLWT has been deducted and paid to IRD? If so, please provide details.

Yes No

Residential Property Sales

Have you sold any residential property during the year?

Yes No

If yes, when was the property purchased?

If it was purchased within 5 years of the sale date:

- what was the original purchase price
- and the sale price?

\$ _____
\$ _____

**Thank you for completing this questionnaire
 Don't forget to sign page 1**

Schedule 1 – Accounts Receivable (Debtors)
 Amounts owing to you at 31 March 2020

Client Name	
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Name of Debtor	Description of Sale	Code	Total Incl GST

Totals	
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Schedule 2 – Accounts Payable (Creditors)
 Amounts owing by you at 31 March 2020

Name of Creditor	Description of Goods	Code	Total Incl GST

Totals	
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