TRUST STATEMENTS

CHECKLIST

Trust Name:			
IRD number:		Year end:	
Phone number:		Fax number:	
Postal address:		Email address:	

TRUST STATEMENTS CHECKLIST

To assist us to prepare your returns, please complete the checklist below to determine which parts of the questionnaire you need to complete. Your fully completed questionnaire helps us ensure that we prepare your returns efficiently and in a timely manner and that we have all the information that we need. It also acts as a checklist and asking the right questions helps us to eliminate mistakes and the tax authorities have raised the importance of having fully completed questionnaires.

Your time and effort in completing this form is much appreciated and should help you minimise your accounting fees. Please note that the time we will need to prepare your accounts (and therefore our fees) will be increased if we have to contact you to obtain missing information, trace transactions between various accounts, or understanding illegible handwriting. However, please do not hesitate to contact us to discuss anything you are unsure about.

Please only complete the section of the checklist if you answer "yes" to a particular question.

		Y / N	If yes Complete
1	Did you use an accounting package (MYOB, etc)?	Y / N	A1
2	Did you use a computerised cash book programme?	Y / N	A2
3	Did you use either a manual system or did not use any system?	Y / N	A3
4	Did we process your transactions during the year?	Y / N	-
5	Were there any formal decisions taken during the year?	Y / N	A4
6	Were any loans or mortgages made to the trust?	Y / N	A5
7	Does the trust have any investments?	Y / N	A6
8	Did the trust owe anybody (creditors) as at 31 March?	Y / N	A7
9	Did anybody owe the business any money (debtors) as at 31 March?	Y / N	A8
10	Did the trust buy, sell or scrap any assets during the year?	Y / N	A9
11	Has anyone completed a forgiveness of debt statement for the year?	Y / N	A10
12	Is the trust registered for GST?	Y / N	A11
13	Have you received any correspondence from a solicitor during the year?	Y / N	A12
14	Did the trust make any distributions to beneficiaries or 3rd parties?	Y / N	A13
15	Did the trust make any loans to beneficiaries or 3rd parties?	Y / N	A14
16	Have there been any changes in trustees during the year?	Y / N	A15
17	IN ALL CASES, PLEASE COMPLETE SECTION A16		A16
18	IN ALL CASES, PLEASE COMPLETE SECTION A17		A17

A1. COMPUTERISED ACCOUNTING SYSTEMS

What accounting software are you using?

Please provide the following records	Enclosed
• A backup disk for your financial year (if available)	Y / N
• Copies of the following reports printed from your system:	Y / N
o Annual management financial statements	Y / N
o Bank reconciliation for all bank accounts	Y / N
o Annual detailed General Ledger by account code	Y / N
o Trial balance as at Balance Date	Y / N
• Cheque books and deposit books for the full year showing the nature of each payment or deposit; ensuring non business transactions are clearly marked.	Y / N
• Bank statements for the year, including one month after balance sheet date	Y / N

A2. COMPUTERISED CASHBOOK

What accounting software are you using?

Please provide the following records:	Enclosed
• A backup disk for your financial year (if available)	Y / N
• Copies of the following reports printed from your system:	Y / N
o Detailed cashbook (by account code) for the year	Y / N
o Summary cashbook (by account code) for the year	Y / N
o Bank reconciliation for all bank accounts	Y / N
• Cheque books and deposit books for the full year showing the nature of each payment or deposit; ensuring non business transactions are clearly marked.	Y / N
• Bank statements for the year, including one month after balance sheet date	Y / N

A3. MANUAL CASHBOOK OR NO SYSTEM

Please provide the following records:	Enclosed
• Your cashbook (if one is kept)	Y / N
• Bank reconciliation as at balance date (if completed)	Y / N
• Cheque books and deposit books for the full year showing the nature of each payment or deposit; ensuring non business transactions are clearly marked. Alternatively, mark on each statement the nature of each payment or deposit.	Y / N
• Bank statements for the year, including one month after balance sheet date	Y / N
If no cashbook is kept, please ensure the following:	
• All cheque butts are completed in full, including the payee's details and the nature of the expenses (eg purchases)	Y / N
• Any direct debits or eftpos transactions are detailed on the bank statements	Y / N
• The source of all deposits not detailed in the deposit books are clearly identified on the bank statements	Y / N

A4. TRUST DECISIONS

Please attach copies of minutes taken by the trustees or supply details of any formal decisions made.

A5. LOANS, HIRE PURCHASE AND LEASE AGREEMENTS

Please provide the following records:	Enclosed
• Copies of any financial agreements that have been entered into	Y / N
• Details of any agreements repaid or refinanced during the year	Y / N
• Confirmation of loan balance as at balance date and loan statements	Y / N

A6. INVESTMENTS

Please attach copies of share statements, share purchases or disposals, etc.

A7. ACCOUNTS PAYABLE (CREDITORS)

Please provide the following records:	Enclosed
• An aged payables list as at balance date printed from your accounting system	Y / N
• A detailed list of all amounts owing at balance date (GST inclusive) including name, type of expense, and amount owing for each creditor	Y / N
• The total of all accounts payable as at 31 March was:	$

A8. ACCOUNTS RECEIVABLE (DEBTORS)

Please provide the following records:	Enclosed
• An aged debtors list as at balance date printed from your accounting system	Y / N
• A detailed list of all amounts due to you at balance date (GST inclusive) including name and amount owing from each debtor	Y / N
• The total of all accounts receivable as at 31 March was:	$

N.B. Bad debts must be written off before 31 March

A9. ASSETS

Please provide the following records:	Enclosed
Purchases:	Y / N
• A detailed list of any assets purchased during the year including the date purchased, purchase price (GST inclusive) and advising if the asset purchased was new or second hand	Y / N
• Copies of invoices for any assets over $500 in value	Y / N
Sales:	
• A detailed list of any assets sold including the date sold and sale value	Y / N
Disposals/write-offs	
• A detailed list of any assets written off/disposed of for no value during the year and the reason for the write off/disposal	Y / N

A10. FORGIVENESS OF DEBT

Please attach copies of any correspondence or documents relating to this; otherwise we will prepare these for you, unless you direct us differently.

A11. GOODS AND SERVICES TAX (GST)

Please provide the following records:

	Enclosed
• A copy of all GST returns filed during the financial year	Y / N
• A copy of any workings supporting the figures on your GST returns	Y / N

N.B. If we prepared GST returns on your behalf, please ignore this section

A12. SOLICITOR CORRESPONDENCE

Please attach copies of any correspondence to and from your solicitor relating to the trust.

A13. DISTRIBUTION TO BENEFICIARIES OR 3RD PARTIES

Please attach copies of any correspondence or documents relating to the distributions.

A14. LOANS TO BENEFICIARIES OR 3RD PARTIES

Please attach copies of any correspondence or documents relating to the loan balances outstanding.

A15. TRUSTEES

Please provide the following records

	Enclosed
• Details of any changes in Trustees (including the name and contact details for a new Trustee, the name of an exiting Trustee, and the date of the change)	Y / N
• Details of changes in beneficiaries during the year (including the name, date of birth, address and IRD number of any new beneficiary and date of the change)	Y / N
• Copies of any Deeds of Acknowledgement of Debt or Forgiveness in Reduction of indebtedness actioned during the year	Y / N
• Details of gifts made to the Trust during the year (including gift statements)	Y / N
• Details of taxable income of beneficiaries that we do not complete a personal Income Tax Return	Y / N
• Details of any beneficiary expenditure that was not paid through the Trust	Y / N

A16. GENERAL (TO BE COMPLETED IN ALL CASES)

If we do not already hold copies of your trust documents, please provide us with a copy of your trust deed and any associated documents. Please also advise us of any additional information that you feel may be appropriate relating to the trust's financial statements.

A17. DECLARATION

I accept responsibility for the accuracy and completeness of the information supplied in this checklist which is to be used to prepare my financial statements. You are not to complete an audit, nor do I wish you to undertake a detailed review of my affairs in order to substantiate the accuracy of my information, and therefore you are not asked to provide any assurance on my financial statements. I understand your work cannot be relied on to detect error and fraud and that you accept no liability for the accuracy and completeness of the information supplied by me. I further understand that the financial statements will be prepared at my request and for my purposes only and that you will not be liable for any losses, claims or demands by any third person.

I have been advised of the basis that you charge your fees and that I have also been provided with, and have read, your terms and conditions. By signing this document, I agree to be bound by them.

I also accept responsibility for all other records and information supplied to you other than those listed above. I accept responsibility for any failure by me to supply all relevant records and information to you and you may consider all balances as NIL where I do not supply this information.

I authorise you to obtain information (for the purposes of preparing my financial statements and tax returns) from the IRD, bankers, solicitors, finance companies, other government agencies and other third parties, by any means, and that your authority covers all tax types, both now and in the future. I may, of course, revoke this authority at any time.

Signed: ………………………………………… Position: …………………………………………

Date: …………………………………………