

Trust Checklist

2019 Income Tax Year

Our checklist to help you collate your tax return information



Prepared by: Business Advisory Accounting & Tax Services Limited





Welcome

Welcome to a new income tax year. Our primary goal remains to provide you with professional, efficient tax preparation and consulting.

I know that, for many, there's so much to remember and collate when collating information ready to send to us. That's why we've designed this checklist.

Help minimise our fees

Our fees are affected by several factors – including the time and complexity due to special circumstances and the reliability of information supplied to us.

Our checklist is designed to save you time and money. Your contribution and effort that you invest to complete it will be worth it and will help us to complete our work efficiently and to the highest standards. Delays (and increased fees) are inevitable if we need to request missing information.

How to use this checklist

We've written this checklist to help you to collate the information we need to prepare your 2019 financial statements and income tax return(s). The information required relates to the tax year from 1 April 2018 to 31 March 2019. If your income year is different, please contact us.

The checklist contains a series of boxes and questions, so you know you've given us the information and documentation we require.

If, after reading this guide, you have any questions, or need help with it, please call us on 09 449 0417.

Professional Standards

As members of the Association of Chartered Certified Accountants and New Zealand Institute of Chartered

Accountants, we are required to meet certain professional and quality control standards. This checklist is an essential part of that process.

Business Checklist

If you operated as a business, please complete our Business Checklist.

Rental Property Checklist

If you own a rental property, that was not owned by the Trust, please complete our Rental Property Checklist for **each** property.

Acknowledgement

Please take the time to complete this checklist as it's a very important part of the accounting process. When you've gathered your tax information, please make an appointment to see us. Alternatively, if you think that an appointment is unnecessary, please mail or email your information to us.

Please sign the acknowledgement page on page 13. It's our general policy to process tax returns in the order that they're received and aim to complete them within four to six weeks. If you have a specific deadline or other time constraint, please let us know so we can schedule your work.

As always, thank you for your business and referrals, and I look forward to hearing from you soon. All the best for the year.

Mark Gwilliam FCCA CA
Director



Trust Information Checklist

Trust or Estate Distributions

If the trust made any gifts or distributions during the year (including to non-natural persons like companies, other trusts) please provide us with the relevant documents or details.

Legal Documents and Gifting

If the trust or estate received any gifts or made any distributions or were involved in any legal transactions during the year, please provide the following:

- Copies of all solicitor statements and documentation.
- Copies of deeds of gift and acknowledgement of gift.
- Copies of any deed of acknowledgement of debt.
- Details of any assets or investments purchased or transferred from the Settlor to the Trust or Estate.
- Details of any resettlements or variations made to the Trust Deed.
- Details of any amounts distributed to beneficiaries

Land Transactions

If you bought or sold land during the year or bought residential property (or a part-interest) after 30 September 2015, which you sold within 24 months, please provide details.

Overseas Investments the Foreign Investment Fund (FIF) regime and Controlled Foreign Company (CFC) Regime

If you had any overseas investments during the year (including foreign life insurance & overseas pension funds even if they are not yet paying out) please provide the following details:

- Copies of investment statements & income statements.
- Details of sales and purchases (date, sale price, cost, number of units).
- A valuation report of your investments at this year-end showing each investment’s cost and market value at 31 March 2018.
- A valuation report of your investments at previous year end i.e. at 31 March 2017 showing each investment’s cost and market value.
- A list of any Australian share on that valuation report that doesn’t qualify for the FIF exemption.
- Details of lump sum pension withdrawals or payments.
- Details of transfers into any Australian Retirement Savings Fund.
- Copies of financial statements for foreign companies
- the trust controls

Trustees, Executors, Appointers

Please provide the names and addresses of all current Trustees/Executors/Appointers.

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Beneficiaries

Please provide the names and date of birth of all current known beneficiaries.

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Deemed Settlers

If anyone has provided goods or services to the trust or estate at below market value, please provide the following:

- Name and address of the person.
- Details of what was given for less than market value.
- For the goods or services provided, the:
 - a. Market value.
 - b. Consideration paid by the trust or estate.
 - c. Transaction date

Emigrating Settlers

If any of the settlors (named on trust deed(s) or deemed settlors) emigrated from New Zealand, please provide the following:

- Settlor’s name and new address.
- Date they left New Zealand permanently.

This section has been intentionally left blank

Changes to Trustees and Beneficiaries

Please provide details of any change in either the trustees or beneficiaries during the year.

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Trustee Responsibilities

Trustees have a legal responsibility to maintain proper accounting records. They must also comply with all aspects of the Trust Deed, Estate and Gift Duties Act 1968 and Trustee Act 1956. We will prepare trustee resolutions relating to the work we do unless you have given us written instructions to the contrary. Trustees have a responsibility to notify all beneficiaries of their interest in the trust upon reaching legal age (18 years).



Trading Trust Activity

If the trust carried out trading activity, please provide the following information, where applicable:

Accounting Records

Please choose **one** of the following:

Xero or Other Cloud Based Software

Please provide:

- Bank statements showing the balance at 31 March 2019 for all bank and credit card accounts.
- A list of any unpresented cheques or uncleared deposits as at 31 March 2019.
- Access to the software, if we do not prepare your monthly accounts or GST returns.

Computerised Cashbook

Please provide:

- A bank statement showing the balance at 31 March 2019 for all bank and credit accounts.
- A list of any unpresented cheques or uncleared deposits as at 31 March 2019.
- A copy of your general ledger trial balance as at 31 March 2019.
- Detailed transaction listing of all items making up the General Ledger accounts for the year ended 31 March 2019.
- Bank Reconciliation as at 31 March 2018. Please ensure it is as at 31 March 2019 and not the date of bank statement.

Manual Cashbook (Manual/Excel)

Please provide:

- Your cash book, written up, analysed and reconciled to your bank statements from 1 April 2018 to 31 March 2019 for all bank accounts.

- A bank statement showing the balance at 31 March 2019 for all bank and credit accounts.
- A list of any unpresented cheques or uncleared deposits as at 31 March 2019.

Bank Statements, Cheque Butts, Deposit Books – No Accounting System

Please provide:

- Bank statements for all bank and credit card accounts covering 1 April 2018 to 31 March 2019.
- Cheque Butts covering 1 April 2018 to 31 March 2019, PLUS April 2019. Please ensure that:
 - a) Full details are recorded on the Cheque Butts, i.e. payee, amount of cheque, nature of payment and GST content.
 - b) Purchases of plant, equipment, vehicles and other fixed assets costing over \$500 are clearly identified on the cheque butt.
 - c) Personal transactions are clearly labelled.

For all other accounting software applications please contact us for advice.

Credit Card Transactions

If you used a personal credit card for business or trading purposes, please provide your statements for the period covering 1 April 2018 to 31 March 2019. Please clearly highlight or specify all business transactions with a short description.

Cash Transactions

Please supply details and receipts of business expenses you paid from your personal bank accounts, credit cards, etc during the year including payee and expense description – please record the GST **inclusive** amount.



Cash Received but Not Banked

Please provide details of undeclared income and details of how it was spent (drawings, banked into another account, business expenses, etc).

Goods and Services Tax (GST)

Please supply copies of GST returns for the tax year, accompanied by your workings.

Stock or Work in Progress

Please provide values as at 31 March 2019.

Work in Progress	\$.....
Stock Sold on Consignment	\$.....
Stock in Transit	\$.....

Note: If you are holding stock on consignment or "sale or return" do not include such items when valuing stock. If your turnover is \$1.3 million or less for the year and you reasonably estimate your stock to be below \$10,000 you may use the same figure as last year. This method is optional, you may use a true value if you wish. Note that Raw Materials that have been included in work-in-progress, must not be included in Stock on Hand.

Obsolete Stock

Please provide values of stock you have either written off or is obsolete or damaged.

Obsolete Stock	\$.....
Damaged Stock	\$.....

You must have physically dumped any stock that you have not value.

Goods Taken for Personal Use

Please supply details of any business goods taken for your own use but not paid for, including description and cost including GST. Please indicate whether or not these have been adjusted for in GST returns.

Accounts Receivables

Please list any amounts owing to you as at 31 March 2019 on Schedule A on page 11.

Accounts Payables

Please list any amounts you owed as at 31 March 2019 on Schedule B on page 12.

Wages, PAYE and ACC

Please provide copies of your Employer Monthly Schedules (IR345 and IR348) and either your wages records or computerised payroll system reports.

ACC

Please provide copies of your ACC invoices and statements received or paid during the year.

Holiday Pay

Please provide details of accrued holiday pay and bonuses.

Holiday Pay Owed as at 31 March 2019	\$.....
Bonuses Owed as at 31 March 2019	\$.....
Holiday Pay Paid by 2 June 2019	\$.....
Bonus Paid by 2 June 2019	\$.....

Contractors and Subcontractor Payments

Please provide full details of payments made to contractors and subcontractors, including details of any tax withheld and invoices.

Legal expenses

Please provide invoices for any legal fees incurred.



Fixed assets

Please provide copies of:

- Invoices for each item purchased over \$500.
- Hire purchase or lease agreements.
- Solicitor’s statements, if applicable.

Home Office and Storage

If you use part of your home **exclusively** as a home office or workshop to manage your business, you may be able to claim a percentage of home expenses. The percentage that you may claim is based on the size of your office compared to the size of your home. Please provide the following details:

Electricity and Gas	\$.....
Home and Contents Insurance	\$.....
Rent	\$.....
Mortgage Interest	\$.....
Rates	\$.....
Water Rates	\$.....
Repairs and Maintenance	\$.....
Other (Please Specify)	\$.....
Other (Please Specify)	\$.....

Total Area of House, Shed and Garagem ²
Area used for Office and Storagem ²

Loans, Hire Purchase and Leases

Please provide copies of:

- Any new agreements you made during the year.
- Loan, hire-purchase or lease statements, showing interest paid and balances as at 31 March 2019.
- Documentation of any loans, hire-purchase or leases repaid or refinanced during the year.
- Details of any security for each loan, hire-purchase or lease.

Overdrafts

Please provide.

Bank overdraft limit	\$.....
Bank overdraft interest rate%

Repairs and Maintenance

Please provide details of repairs and maintenance to business assets during the year, including copies of the invoices for each item purchased over \$500.

Motor Vehicle

If the trust used a privately-owned motor vehicle, please provide details for **each** vehicle used.

Total kilometres travelledkm
Total business kilometres travelledkm

Entertainment

Generally only fifty-percent of entertainment expenses are tax deductible, with some exceptions. Meals on an overseas business trip and out of town food and subsistence (if not entertaining clients) are fully deductible. If you wish to claim one-hundred percent, please supply:

- Receipts or a list of business entertainment conducted in New Zealand;
- Details of any adjustments which were made in your GST return(s), if applicable.

Income in Advance

Please provide details of income received in advance.

Interest and Dividends

Please provide Resident Withholding Tax Certificates and Dividend Statements.



Related Party Transactions

Please supply details of any related party transactions.

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Contingent Liabilities

Please supply details of any transactions that may materially affect the trusts' solvency. For example, a pending court case or dispute please, guarantees given, new lease agreements, etc.

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Capital Commitments

Please provide details of any agreements or contracts that have not been included elsewhere that commit your trust to significant capital expenditure. Note: These may be after 31 March 2019 and before we prepare your financial statements and tax returns.

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Private Use of Business Expenses

Please provide the private use percentage, if applicable:

Computers%
Telephone%
Other (Please Specify)%
Other (Please Specify)%

Other

Please provide details of any other matters which you feel might be relevant when determining your tax position.

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This section has been intentionally left blank



Rental Income Schedule

Please complete a separate schedule for each rental property, boat, aircraft you own.

Property Address

.....

Rental Period

Please advise how many days the property was **available** to be rented between 1 April 2018 and 31 March 2019.

..... days

Mixed Use Assets

If the business owned a mixed-use asset between 1 April 2018 and 31 March 2019, please provide:

	Days
Total days it was used privately by you/family.	
Total days it was rented out to others at below 80% of market value rent.	
Total days the asset was rented out at market value rental.	
Number of days the asset was not used	
Total	365

Rental Received

Please advise the total amount of rent received between 1 April 2018 and 31 March 2019:

Rent Received \$.....

If the asset was a mixed-use asset between 1 April 2018 and 31 March 2019, please advise the total amount of rent received

Market value rent received from you or your family \$.....
 Market value rent received from Others \$.....
 Rent received that was below 80% of market value rent \$.....

Property Expenses

Please supply your rental property bank statements or cash book with details of all related transactions marked, or complete the following table:

	\$
Advertising
Bank Fees
Body Corporate Fees
Insurance
Mortgage Repayment Insurance
Mortgage Interest
Lawns and Ground Maintenance
Legal Fees (Please attach copies)
Loan Fees
Property Magazines, etc
Property Management Fees
Rates and Water Rates
Repairs and Maintenance
Valuation Fees (if re-financing)
Capital Improvements
Other (Please provide FULL details if these are significant)



Other

Please supply the following details, if applicable:

- Solicitor’s settlement statements for property bought or sold during the year.
- Invoices for assets bought or sold.
- Property Manager statements.
- Chattels valuation, if available.
- Independent or government valuations of property bought during the year.
- Copies of invoices for legal fees.
- Invoices for repairs costing \$500 or more.
- New/settled borrowings during the year.

Travel

Please advise the total number of kilometres (round trip) you travelled to inspect the property, meet with tenants, estate agents, solicitors, accountants, etc.

Total kilometres travelledkm

Home Office and Storage

If you use part of your home **exclusively** as a home office or workshop to manage a portfolio of properties, please provide the following details:

Electricity and Gas	\$.....
Home and Contents Insurance	\$.....
Rent	\$.....
Mortgage Interest	\$.....
Council Rates	\$.....
Water Rates	\$.....
Repairs and Maintenance	\$.....
Other (Please Specify)	\$.....
Other (Please Specify)	\$.....

Total Area of House and Garagem²

Area used for Office and Storagem²

Australian properties

Please provide details of how much non-resident with-holding tax (NRWT) or Approved Issuer Levy (AIL) you paid. If you visited your property, please provide details of any trip costs & total length of your trip & how many days were dedicated to property related matters. Trips to secure and acquire property are NOT tax deductible.



Basis of Accounts Preparation

Your financial statements will be prepared on the basis of a Special Purpose Report for your own benefit and that for the Inland Revenue Department. They do not comply with Generally Accepted Accounting Principles under the Financial Reporting Act, and will exclude any opinion as to their compilation to third parties and we will include the following (or similar):

COMPILATION REPORT

This report is for

SCOPE

On the basis of information you provided we have compiled, in accordance with Service Engagement Standard No. 2: *Compilation of Financial Information*, the special purpose financial statements of your entity for the year ended 31 March 2019. These financial statements have been prepared in accordance with the policies as detailed in the Notes to the Financial Statements.

RESPONSIBILITIES

You are solely responsible for the information contained in the financial statements and supporting schedules and have determined that the accounting policies used are appropriate to meet your needs and for the purpose that the financial statements were prepared.

The financial statements were prepared exclusively for your benefit. We do not accept responsibility to any other person for the contents of the financial statements.

NO AUDIT OR REVIEW ENGAGEMENT UNDERTAKEN

Our procedures use accounting expertise to undertake the compilation of the financial

statements from information you provided. Our procedures do not include verification or validation procedures. No audit or review engagement has been performed and accordingly no assurance is expressed.

DISCLAIMER

As mentioned earlier in our report, we have compiled the financial information based on information provided to us which has not been subject to an audit or review engagement. Accordingly, neither we, nor any of our employees accept any responsibility for the reliability, accuracy or completeness of the compiled financial information nor do we accept any liability of any kind whatsoever, including liability by reason of negligence, to any person for losses incurred as a result of placing reliance on the compiled financial information.

This section has been intentionally left blank



Schedule A: Accounts Receivable (Debtors, excluding bad debts)

These are sales or services that you have performed and invoiced up to and including the last day of the financial year that were not paid for until the following financial year. These should not be included in Work in Progress.

If you have your own Debtors Ledger you do not need to complete this sheet. Instead please attach a copy of your reconciled Debtors Ledger.

Customer Name	Amount Owed GST Exclusive	GST	Amount Owed GST Inclusive
Total Accounts Receivables			



Schedule B: Accounts Payables (Creditors)

These are invoices for expenses dated up to and including 31 March 2019, but you hadn't paid for as at 31 March 2019. Please ensure that you complete the "Nature of goods or service" column. If you have your own Creditors Ledger you do not need to complete this sheet. Instead please attach a copy of your reconciled Creditors Ledger.

Supplier or Vendor Name	Nature of Goods or Service	GST Exclusive	Amounts	
			GST	GST Inclusive
IRD	PAYE			
ACC	ACC			
Total Accounts Payables				



Acknowledgement

I authorise Business Advisory Accounting & Tax Services Limited (hereafter referred to as “BAS”) to act on my behalf in respect of the Inland Revenue, ACC, banks, lease companies and financial institutions, and for the purposes of obtaining any information necessary with regard to my income tax account (and other tax accounts) as they deem relevant. I may revoke this authority at any time.

I authorise any person or company to provide BAS with such information as BAS may require to complete my tax return(s), and any other work BAS carries out on my behalf. I further authorise BAS to furnish to any third party, financial information of mine as BAS deems appropriate that is requested in furtherance of my income earning activities.

I accept responsibility for the accuracy and completeness of the information supplied. BAS is not required to complete an audit, nor do I instruct BAS to undertake a detailed review of my affairs in order for BAS to substantiate the accuracy of the information I have supplied BAS, and therefore BAS is not asked to provide any assurance on my/our financial statements.

I acknowledge that BAS’ work cannot be relied upon to detect error and fraud and that any relevant financial statement(s) and income tax return(s) will be prepared at my request and for my purposes only and that BAS will not be liable for any losses, claims or demands by any 3rd party. I accept responsibility for all other records and information supplied to BAS other than those listed above. I accept responsibility if I fail to supply all relevant records and information to BAS and that BAS may consider all balances to be NIL or NO where I do not supply this information.

If I do not return any associated income tax declarations within ten business days (excluding the period 23 December 2019 to 11 January 2020) of when BAS sent them to me, BAS may assume that I have signed them unless I provide alternative written instructions.

I have been advised of the basis that BAS charges its fees and that I have read BAS’ terms and conditions. By signing this document, I agree to be bound by them. Should BAS not receive such a signed copy, but I continue to instruct BAS, then I acknowledge that I have accepted the terms and conditions and BAS’ terms of business.

Signature

Name

Capacity

Date

Signature

Name

Capacity

Date



OTHER SERVICES:

If you'd like to discuss some of our other services, please contact us:

- Spreading our fees with monthly payments
- Fixed fee accounting and GST services
- Virtual Chief Financial Officer
- Virtual Financial Controller
- Advisory Board / Independent Director
- Company Formation
- Company Secretarial / Registered Office
- Budgets and Cash Flow Forecasting
- Strategic and Operational Business Plans
- Family Trust
- Interim or periodic reporting
- Computerising your accounting
- Benchmarking and business "health-check"
- Payroll services
- Marketing and advertising
- Search engine optimisation
- Social media management
- Website design
- Other

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Need to contact us?

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General email:	admin@bizadvice.co.nz
Mail:	PO Box 33-1082 Takapuna Auckland 0740
Physical address:	217a East Coast Road Campbells Bay Auckland 0622

Please visit our website at www.bizadvice.co.nz for further information. You can also check out our articles and newsletters and other resources.

How to obtain copies of the guide

You can download copies of this guide by going to <https://www.bizadvice.co.nz/resources-insights>. You can also request copies by calling us on 09 449 0417 or email us at admin@bizadvice.co.nz

If you're unhappy with our service

We're fully committed to providing you with a quality service. If there's a problem, we'd like to know about it and have the chance to fix it. You can call the staff member you've been dealing with or, if you're not satisfied, ask to speak with our Director, Mark Gwilliam, on 09 449 0417/027 440 0417 or email him at markg@bizadvice.co.nz

Please provide your details

Business name (if applicable)
IRD number(s)

Contact details – to ensure our records are up to date, please complete the following:

Preferred contact number
Alternative contact number
Preferred email address
Website
Preferred postal address

DISCLAIMER:

The information contained in this guide is of a general nature and does not constitute legal, tax, investment or other professional advice on any subject matter and/or address the circumstances of any particular individual or entity. Although we endeavour to provide accurate and timely information, there can be no guarantee that such information is accurate as of the date it is received or that it will continue to be accurate in the future.

Before making any financial decision you should consider all factors and consult an appropriate professional advisor. No one should act upon such information without appropriate professional advice after a thorough examination of the particular situation. No liability is accepted by Business Advisory Accounting & Tax Services Limited or its staff, directors and contractors for actions taken in reliance upon the information given and it is recommended that appropriate professional advice should be taken before making any decision or taking any action that might affect your finances.