

TRUST QUESTIONNAIRE 2020

Please complete & return with your records

Client Name		IRD #
Trust Name		
Balance Date	Mobile	
Email	Phone	
Client Address		

To: Miller Gale Winter

Terms of Engagement

I/We hereby instruct you to prepare my/our Financial Statements and Taxation Returns for the 2020 year. 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 should anything 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.

I/We also accept that you have the right to charge interest on overdue accounts at the rate of 1.5% per month, and that all accounts are due for payment by the 20th of the month following invoice date. The charging of such interest will be at your discretion. I/We 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 and all government agencies to obtain such information as you require in order to complete the above assignments. You are authorised to obtain information for all tax types from Inland Revenue through all channels, including electronic.

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.

All other terms and conditions of this engagement are the same as those referred to on the Miller Gale & Winter website www.millergale.co.nz

Signature	Date
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Tax Refunds

Please provide the bank account that you would like any tax refunds credited into.

Bank Account Number | | |

RECORDS REQUIRED



Comments

Bank Statements, Cheque butts, Cash books, etc

Where no Cashbook is supplied, please provide and include one month past balance date:

- 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

Where you supply a written Cashbook, please provide & include one month past balance date:

- 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

Where you supply a computerised Cashbook, please provide:

- 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
- Transaction Listing for Accounts Payable and Accounts Receivable as at balance date

Loan Statements

Supply a copy of loan transaction statements for the financial year up to your balance date.

Goods & Services Tax (GST) Returns

Please supply copies of Goods & Services Tax (GST) returns and work papers.

Investment

Do you have any investments (either NZ or overseas). If so please provide details.

Interest and Dividend Certificates

Supply copies of certificates.

Accounts Receivable (Debtors) – see attached Schedule 1

All accounts or amounts owing to you at balance date should be scheduled. Exclude any bad debts. To enable bad debts to be excluded from income, these must be written off prior to balance date.

Total at Balance Date

\$ _____

GST Included Excluded

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.

Total at Balance Date

\$ _____

GST Included Excluded

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.

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.

Date of Gift

RECORDS REQUIRED



Comments

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:

- Hire purchase or loan agreements
- Lease agreements
- All legal statements and agreements
- Trade-in details
- Lost, stolen or scrapped items
- Copy of Tax Invoices

Please let us know if you would like copy of last year's Asset and Depreciation Schedule to review. We suggest you review the schedule and indicate any assets that no longer exist.

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:

- Insurance premiums
- Legal fees
- ACC payments and arrangements

Major Transactions

Please provide a list of any major transactions that have occurred during the financial year that affect the Trust.

Mixed Use Holiday Home

Does this Trust have a property (such as a holiday home or bach) that is used privately and also to derive income? **Yes** **No**

If yes, your Miller Gale Winter accountant will advise you as to what information is required in regards to this holiday home.

Mixed Use Boat or Plane

Does this Trust have a boat or plane (with a market value of \$50,000 or greater) that is used privately and also to derive income? **Yes** **No**

If yes, your Miller Gale Winter accountant will advise you as to what information is required in regards to this boat or plane.

Thank you for completing this questionnaire
Schedule 1 and Schedule 2 on following pages

