

TRUST QUESTIONNAIRE

NAME _____ Balance Date _____

IRD No _____

Telephone _____ Day Telephone _____ Evening

Fax _____ Mobile _____

Email _____ Web Page _____

Nominate Bank Account for Refunds _____

1. PLEASE PROVIDE THE FOLLOWING WHERE APPLICABLE:

	Yes	No	N/A
Copies of all of your Trust bank statements for the year ended 31 st March 2009.			
All cheque and deposit books for the year ended 31 st March 2009			
Other Records (eg Cashbook, disk, memory stick, spread sheets etc)			
Interest & RWT Certificates			
Dividends Advices			
Overseas Income Advices			
Rental Income please include - Printouts from Property Manager - Invoices for Repairs & Maintenance over \$500.00			
Copies of Partnership Accounts (If not processed by us)			
Copies of Estate Accounts (If not processed by us)			
Copies of Trust Accounts (If not processed by us)			
Please provide details of all premiums paid and include copies of all insurance premium advice notifications.			
New Hire Purchase/Mortgage/Loan Agreements			
GST Returns for the year and Work papers (If Applicable)			
Copy of all ACC Levy Invoices (paid/payable if Applicable)			
Copies of all settlement Statements & legal invoices & papers			
Copies of all Sale & Purchase Agreements.			
Copies of all Gifting Certificates & Debt Acknowledgement.			
Copies of all Resolutions passed.			
Details of personal deposits and withdrawals and bank transfers.			
Have there been any Assets Purchased or Sold during the current year? If Yes, go to Question 2			
Do you have a Home Office? If Yes, go to Question 3			
Do you use your private motor vehicle for business use? If Yes, go to Question 4.			
Have there been any changes in your business in the current year? If Yes, go to Question 5.			
Have there been any changes in the Trustees? (Eg Resigned, Appointed, Moved Overseas) If Yes, go to Question 6.			

2. PURCHASE & SALE OF ASSETS

Assets Purchased

(Please attach H P contracts, suppliers' invoices and/or lease documents)

Date Purchased	Asset	New/Second Hand	Cost (incl. GST)	Finance From

Assets Sold Traded or Scrapped

(Copies of any invoices and/or Sale & Purchase documents)

Date Sold	Asset	Sold To	Sale Price (incl. GST)	Original Cost

Has GST been accounted for to the Inland Revenue Department on the purchase and sale of these assets?

YES/NO

Have you checked your asset schedule for any assets no longer in use or scrapped?

YES/NO

3. USE OF OFFICE AT HOME

Note:

If home is privately owned, please complete questions a to g

If home is a rented property, please complete questions a, b, d(ii), g & h

- (a) Office area in Square Metres _____
- (b) Total house area in Square Metres _____
- (c) Rates paid for the Year _____
- (d) Insurance Paid for the year
 - (i) House Insurance _____
 - (ii) Contents Insurance _____
- (e) Interest Paid on Mortgage for the Year
(As shown on Bank Advice sent to you) _____
- (f) Repairs & Maintenance (List Please)

- (g) Power /Gas expenses for year _____
- (h) Rental paid per week _____

4. MOTOR VEHICLE REIMBURSEMENT

Business Use of Private Motor Vehicle

Do you use your private vehicle for business use?

YES/NO

Vehicle Description CC Rating	Kilometers Traveled	Status of Driver eg Employee/Shareholder	Logbook Kept
			YES/NO

Do Employees use their private vehicle for business use?
How are they reimbursed?

YES/NO

5. OTHER DETAILS

Has there been any change in the nature of your business since last balance date ? YES/NO
Details

Have there been business factors which have affected your profitability? YES/NO
Details

Have you any unusual items of income or expenditure? YES/NO
Details

6. TRUST CHANGES

Have there been changes to the Trustees? YES/NO
(eg Resignations, Appointments, Moved Overseas)

Details

Re: Year ended 31 March 2009

I hereby instruct Laurenson Chartered Accountants to prepare my Financial Accounts and Taxation Returns for the period ended 31 March 2009. I undertake to supply all information necessary to carry out these assignments and I accept responsibility for the accuracy and completeness of the information, and therefore you are unable to provide any assurance of 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 to me. I further understand that the financial statements will be prepared at my request and for my purpose only, and that you will not be liable for any losses, claims or demands by any third parties.

Laurenson Chartered Accountants are hereby authorized to communicate with my Bankers, Solicitors, Finance Companies, Accident Compensation Commission and Inland Revenue, to obtain such information as you may require in order to carry out the above assignments, including utilizing IRD Info Express and the new "Look Up Account Information" now available online at the IRD website for Tax Agents.

I acknowledge that I may have to pay tax on 28 August, 15 January, 7 April and 7 May, and that if I have not been advised of such payments, it will be my responsibility to contact you to ascertain if tax is payable.

SIGNED _____

POSITION _____

DATE _____