

# Trust Questionnaire – 31 March 2010

Ensure this questionnaire is completed, signed and included with your records

Client Name		Phone:	
		Mobile:	
Balance Date	31 March 2010	Fax:	
		Email:	

To: Laurenson & Company Chartered Accountants

## Terms of Engagement

I hereby instruct Laurenson Chartered Accountants to prepare my Financial Accounts and Taxation Returns for the period ended 31 March 2010. I understand that company financial statements will be prepared in accordance with the Financial Reporting Act where applicable and any known departures will be disclosed within the financial statements and referred to in the Accountants' Statement. Financial Statements other than Companies will be Special Purpose Financial Statements prepared for my purpose only.

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, (unless I am GST registered on a 6 monthly basis, then the Tax payment dates will be 28 October, 7 April and 7 May). If I do NOT have an IRD extension of time arrangement the 7<sup>th</sup> April payment will move forward to 7 February. I acknowledge that if I have not been advised of such payments, it will be my responsibility to contact you to ascertain if tax is payable.

Signature \_\_\_\_\_

Date \_\_\_\_\_

Records Required - (Where you prepare your own GST returns)	ü	Comment
<b>Bank Statements, Cheque butts, Cash books, etc</b>		
Where no Cashbook is supplied, please provide and include one month past balance date:		
§ Bank statements including any savings account or term deposit	C	
§ Cheque & Deposit butts showing the nature of each payment/deposit	C	
§ Receipt books. Make sure any items not for business sales are clearly marked	C	
§ Suppliers' invoices filed in cheque number order	C	
Where you supply a written Cashbook, please provide and include one month past balance date:		
§ Cashbook, written up, analysed and reconciled to the bank statements monthly	C	
§ Bank statements including any savings account or term deposit	C	
§ Cheque & Deposit butts showing the nature of each payment/deposit	C	
Where you supply a computerised Cashbook, please provide:		
§ Backup disk as at the end of financial year or email files to us	C	
§ Copy of Bank Reconciliation as at balance date for all bank accounts	C	
§ Final Bank Statement for year for all bank accounts	C	
§ Transaction Listing for Accounts Payable and Accounts Receivable as at balance date	C	
<b>Goods &amp; Services Tax (GST) Returns (Where you prepare your own GST returns)</b>		
Supply copies of Goods & Services Tax (GST) Returns and work papers	C	

Records Required - (Where Laurensons prepares your GST returns)	Ü	Comment
Final Bank Statement		
Supply a copy of your bank statement including any savings, call or term deposit accounts dated 31 March 2010 or spanning this date.	C	

Records Required –(All Clients)	Ü	Comment
Loan Statements		
Supply a copy of any loan transaction statements for the financial year up to your balance date.	C	

Interest and Dividend Certificates		
Supply copies of certificates.	C	

Accounts Receivable (Debtors) – see attached Schedule 1		
All accounts or amounts owing to you at balance date should be scheduled. <u>Exclude</u> bad debts. To enable bad debts to be excluded from income, these must be written off prior to balance date.	C	Total at Balance Date: \$ _____ GST Included C Excluded C

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.	C	Total at Balance Date: \$ _____ GST Included C Excluded C

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	C C C C C C	

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.	C	

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	C C C	

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.	C	Date of Gift _____
Please advise if you would like Laurensons to administer your gifting programme.	C	

Records Required	Ü	Comment																		
<p><b>Motor Vehicles</b></p> <p>The proportion of motor vehicle business use as established by your vehicle log book(s) is/are:</p> <p>Vehicle Description: _____</p> <table style="width:100%; border: none;"> <tr> <td style="width:60%;">Business</td> <td style="width:10%; text-align: center;">_____</td> <td style="width:30%; text-align: right;">km</td> </tr> <tr> <td>Total</td> <td style="text-align: center;">_____</td> <td style="text-align: right;">km</td> </tr> <tr> <td>Percentage Business</td> <td style="text-align: center;">_____</td> <td style="text-align: right;">%</td> </tr> </table> <p>Vehicle Description: _____</p> <table style="width:100%; border: none;"> <tr> <td style="width:60%;">Business</td> <td style="width:10%; text-align: center;">_____</td> <td style="width:30%; text-align: right;">km</td> </tr> <tr> <td>Total</td> <td style="text-align: center;">_____</td> <td style="text-align: right;">km</td> </tr> <tr> <td>Percentage Business</td> <td style="text-align: center;">_____</td> <td style="text-align: right;">%</td> </tr> </table> <p>§ Please note that a detailed and accurate log book must be completed for a three month period every three years or vehicle expense claims will be limited to a maximum of 25% of expenses incurred</p> <p>§ If you are operating as a Company, please indicate which vehicles you are currently paying Fringe Benefit tax for:</p> <p>_____</p> <p>_____</p>	Business	_____	km	Total	_____	km	Percentage Business	_____	%	Business	_____	km	Total	_____	km	Percentage Business	_____	%	<p><b>Home Office Expenses</b></p> <p>If part of your home is set aside principally for use as an office/workshop/storage area, please provide the following details:</p> <p>Area used for Business: _____ m<sup>2</sup></p> <p>Total Area of House &amp; Workshop: _____ m<sup>2</sup></p> <p>Power \$ _____</p> <p>Insurance (Building &amp; Contents) \$ _____</p> <p>Interest (House Mortgage) \$ _____</p> <p>Rates \$ _____</p> <p>Repairs &amp; Maintenance \$ _____</p> <p>Other \$ _____</p> <p>Total \$ _____</p> <p>Cost of House and Section \$ _____</p> <p>Cost of Section \$ _____</p> <p>Construction materials: (timber, brick, etc)</p> <p>_____</p> <p>_____</p>	
Business	_____	km																		
Total	_____	km																		
Percentage Business	_____	%																		
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Total	_____	km																		
Percentage Business	_____	%																		

Major Transactions		
<p>Please provide a list of any major transactions that have occurred during the financial year that affect the Trust.</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p>	C	

Trust Details
<p>Have there been changes in the details of any of the Trustees or Beneficiaries? (E.g. Resigned, Appointed, Moved)</p> <p>If yes, please provide brief details:</p> <p>_____</p> <p>_____</p>

Nominated Bank Account for Refunds _____
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Address Details	
<p>Please advise of your current address</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p>	
	Post Code: _____

Thank you for completing this questionnaire  
Don't forget to sign the front page



Totals	
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