2019 ANNUAL TRUST QUESTIONNAIRE

Client Name: ______________________________

Postal Address: ______________________________

Physical Address: ______________________________

Business Phone: ______________________________

Home Phone: ______________________________

Mobile Phone: ______________________________

Email: ______________________________

Please complete this questionnaire as it contains vital information required to complete your financial statements. Be sure to answer all questions so we know you have not missed any questions by mistake. Correctly completing this questionnaire will generally save us a great deal of time which will ensure your statutory obligations are met and you receive vital information on the performance of your business in a timely fashion.

TERMS OF ENGAGEMENT

I instruct BDO Invercargill to prepare my financial statements and taxation returns for the 2019 year. BDO Invercargill is authorised to act as my tax agent and communicate with, and obtain information from Inland Revenue on my behalf in respect of all revenue/tax types.

I accept the responsibility for the accuracy and completeness of the information supplied and is to be used in the preparation of my financial statements and income tax returns. 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 the information, and therefore you are unable to provide any assurance on my financial statements. I understand your work can not be relied on to detect error or fraud and that you accept no liability for the accuracy and the completeness of the information supplied by 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 person.

I accept responsibility for any failure by me to supply all relevant records and information to you. You are authorised to communicate with the appropriate bankers, solicitors, finance companies, ACC and other persons or organisations to obtain such further information as you may require in order to carry out the above assignment.

Client Name: ______________________________

Signed: ______________________________

Date: ______________________________

RECORDS REQUIRED BY BDO INVERCARGILL

Please do not hesitate to contact us on 03 218 2959 should you require assistance to complete.

1. RECORDS/INFORMATION TO BE SUPPLIED

Please attach all relevant information and return to us along with this signed questionnaire.

Tick where appropriate ✓

If BDO is to process your source information:

- Manual Cashbook including bank reconciliation(s) ☐
- Bank Statements (for all bank accounts & stock firms for entire financial year plus one month after) ☐
- Cheque Butts and Deposit Books (or narrations on bank statements) ☐
- Solicitors Trust Account Statements ☐
- Credit Card Statements (that include any business transactions) ☐
- Bartercard Statements (that include any business transactions) ☐

IF YOU HAVE AN ACCOUNTING PACKAGE (BANKLINK OFFSITE, QUICKBOOKS, MYOB, ETC):

- Backup/accountants copy on memory stick or emailed to our office ☐

IN ALL CASES (WHERE APPLICABLE) PLEASE PROVIDE

- Income - full details of amount received and from whom it was received ☐
- New Zealand Investments ☐
- Overseas Investments ☐
- Interest and Dividend Certificates and rebate notices received for the period ☐
- Investment Portfolio Reports including taxable income statements ☐
- Resident Withholding Tax reconciliation statements for interest or dividends paid by you ☐
- Hire Purchase and Lease transactions documentation ☐
- Mortgage and other term borrowings documentation (with loan transaction summary) ☐
- GST Returns, work papers and assessments ☐
- Invoices for legal or other professional services expenses ☐
- Insurance premium notices and ACC Invoices paid during the year or received subsequently ☐
- Motor Vehicle Mileage Records ☐
- Accounts receivable list – Appendix 1 ☐
- Accounts payable list – Appendix 1 ☐
- Rental Property Income and Expenses - Appendix 2 ☐

2. LEGAL/ACKNOWLEDGEMENT OF DEBT

Were there any loans or debts partly or fully forgiven during the year?	Yes	No
Were there any gifts received during the year?	Yes	No
Were there any assets purchased?	Yes	No
Was there any allocation of income and/or capital made during the year?	Yes	No

Please provide all legal statements and correspondence for any transactions listed above, if any.

3. PROPERTY HELD

Does the trust own any property which is resided in by you or any other beneficiary?	Yes	No

4. TRUST ACTIVITY

Has there been any change in the following:

Nature of the trust's activities?	Yes	No
Major assets throughout the year?	Yes	No

5. OTHER

If there is any other information that you consider would be of benefit in preparing your financial statements, please write it below or provide details and supporting documentation:

____

____

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6. ACCOUNTS TO THIRD PARTY

Would you like a copy of the final financial statements sent to a third party?	Yes	No

If yes, please specify: ____

7. TAX REFUNDS

If you qualify for an income tax refund, please indicate how it is to be used.

☐ Refund to a Bank Account

Code Branch Account Number Suffix

Name of Account

OR

☐ Offset Provisional Tax Liability (if any)

☐ Transfer to a Related Person's Tax Liability

APPENDIX 1

Accounts Receivable

Customer Name	Amount Owing (GST Inclusive $)	Comments
Total		

Accounts Payable

Supplier's Name	Amount Payable (GST Inclusive $)	Expense Category
Total		

Fixed Assets Purchased and/or Sold

Date of Purchase/ Sale	Asset Purchased/ Sold	Amount (GST Inclusive $)

APPENDIX 2 – RENTAL PROPERTY INFORMATION

Address of Property ____

Did you make any improvements to the property during the year?
If 'yes', please advise the cost and nature of the improvements.

How many days was the property rented out to non-associated people? ____________________

How many days was the property rented to, or used by, associated people, e.g. family? ____________________

How many days was the property used personally? ____________________

Please provide the entire year's rental information for the following:

- Bank Statements
- Loan Statements
- Income, Commission, Rates, Insurance, Repairs & Maintenance, Bank charges, Other expenses

*Provide a separate list and invoices of all repairs costing more than $500.

*If the property is independently managed please provide either monthly rental a copy of the manager's financial reports which were supplied.

Was a property purchased or sold during the financial year? If so, please provide the following:

- Solicitor's settlement statement confirming purchase details of property.
- The rateable valuation or independent valuation of the property at the time of purchase.
- Advise how the property was funded and any loan documentation.
- A list of chattels in the property at time of purchase.