

# Annual Questionnaire – Trust - 31 March 2020

**Please complete the questionnaire in full and sign as requested. We are unable to start your work until we have received your completed questionnaire and supporting records in our office.  
If you need help completing this questionnaire, please contact us on (03) 3665709.**

Client Name: \_\_\_\_\_

Email: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Physical Address: \_\_\_\_\_  
\_\_\_\_\_

Postal Address: \_\_\_\_\_  
(if different to physical address)

## Terms of Engagement

I/We hereby instruct the staff/contractors of Bishop Toomey & Pfeifer Limited to prepare my/our Financial Statements and Taxation Returns for the year/period ending 31 March 2020. 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.

All other terms and conditions of this engagement are the same as those referred to in the original Engagement Letter I/we signed when I/we became a client.

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 14 days following the 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.

Authority is given to obtain information from Inland Revenue, other government agencies and financial institutions about all tax types (except child support), bank and loan accounts in order to complete the above assignments. This includes obtaining information through all Inland Revenue media and communication channels including electronic ones.

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.

Trustee Name	Signature	Date

<b>Records Required:</b>	✓	<b>Comment:</b>
<b>Bank Statements, Cheque butts, Cash books, etc</b>		
<p>Where an <b>online accounting system</b> is used (e.g. Banklink / Xero / MYOB), please provide:</p> <ul style="list-style-type: none"> <li>▪ Final bank statement for the year for all bank accounts</li> </ul> <p>Where a complete <b>computerised accounting system</b> is used (e.g. MYOB), please provide:</p> <ul style="list-style-type: none"> <li>▪ A backup of software as at end of financial year (email or USB)</li> <li>▪ Copy of bank reconciliation as at 31 March 2020 for all bank accounts</li> <li>▪ Final bank statement for the year for all bank accounts</li> </ul> <p>Where a <b>Cashbook (computerised / manual) or no system</b> is used, please provide:</p> <ul style="list-style-type: none"> <li>▪ Cashbook (if one is kept)</li> <li>▪ Copy of bank reconciliation as at 31 March 2020 for all bank accounts</li> <li>▪ Cheque &amp; Deposit butts (if used)</li> <li>▪ Bank statements for the full year for all bank accounts</li> </ul> <p><b>Note:</b> If no cashbook has been kept, please ensure the following: That bank statements include the exact nature of all deposits and withdrawals including all cheques, automatic payments, direct debits and eftpos transactions.</p>	<input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>	
<b>Loan Statements</b>		
<p>Supply a copy of any loan transaction statements for the financial year up to your 31 March 2020.</p>	<input type="checkbox"/>	
<b>Goods &amp; Services Tax (GST) Returns</b>		
<p>Please supply your copies of Goods &amp; Services Tax (GST) returns and work papers.</p>	<input type="checkbox"/>	
<b>Interest and Dividend Certificates</b>		
<p>Supply copies of certificates.</p>	<input type="checkbox"/>	
<b>Accounts Receivable (Debtors) – see attached Schedule 1</b>		
<p>All accounts or amounts owing to you at 31 March 2020 should be scheduled. <b>Exclude</b> bad debts. To enable bad debts to be excluded from income, these must be written off prior to 31 March 2020.</p>	<input type="checkbox"/>	<p>Total at 31 March 2020: \$ _____ <b>GST Included</b> <input type="checkbox"/> <b>Excluded</b> <input type="checkbox"/></p>
<b>Accounts Payable (Creditors) – see attached Schedule 2</b>		
<p>All accounts or amounts owing by you at 31 March 2020 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 31 March 2020, which should be included. Holiday pay or bonuses paid within 63 days of your 31 March 2020 may be included.</p>	<input type="checkbox"/>	<p>Total at 31 March 2020: \$ _____ <b>GST Included</b> <input type="checkbox"/> <b>Excluded</b> <input type="checkbox"/></p>
<b>Capital Expenditure</b>		
<p>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:</p> <ul style="list-style-type: none"> <li>▪ Hire purchase or loan agreements</li> <li>▪ Lease agreements</li> <li>▪ All legal statements and agreements</li> <li>▪ Trade-in details</li> <li>▪ Lost, stolen or scrapped items</li> <li>▪ Copy of Tax Invoices</li> </ul> <p>A copy of last year's Asset and Depreciation Schedule is attached for your information. We suggest you review the schedule and indicate any assets that no longer exist.</p>	<input type="checkbox"/>  <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	

<b>Legal and Loan Documents</b>		
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.	<input type="checkbox"/>	
<b>Business Expenses</b>		
There are a number of invoices that we specifically require. Please ensure the records you provide us with include all paid accounts for:  <ul style="list-style-type: none"> <li>▪ Insurance premiums</li> <li>▪ Legal fees</li> <li>▪ ACC payments and arrangements</li> </ul>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
<b>Gifting Programme</b>		
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.	<input type="checkbox"/>	Date of Gift _____
<b>Major Transactions</b>		
Please provide a list of any major transactions that have occurred during the financial year that affect the Trust.	<input type="checkbox"/>	<hr/> <hr/> <hr/>
<b>Residential Land Withholding Tax</b>		
Have you sold residential property in New Zealand where Residential Land Withholding Tax has been deducted and paid to the IRD? If so, provide details e.g. IR1100 Residential land withholding tax return and other sale and purchase documents.	<input type="checkbox"/>	
<b>Residential Property Sales</b>		
<p>Have you sold any residential property during the year (not otherwise detailed on the information provided)?</p> <p>If yes, when was the property purchased?</p> <p>If it was purchased with 5 years of the sale date,</p> <ul style="list-style-type: none"> <li>• what was the original purchase price</li> <li>• and the sale price?</li> </ul>	<input type="checkbox"/>	<hr/> <p style="text-align: center;">\$</p> <hr/> <hr/>

**Mixed Use Holiday Home**

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

If yes, provide details of property: \_\_\_\_\_

Was the property empty for 62 days in the income year? Yes  No   
If yes, please complete the following section so we can determine the amount of allowable deductions.

**Mixed Use Holiday Home – Information Required**

The number of days the property was empty during the income year \_\_\_\_\_

The number of days the asset was used by family or associated persons\* during the income year \_\_\_\_\_  
OR where income from any person received was less than 80% of market rate \_\_\_\_\_

\* Associated persons include close relatives, or if owned by an entity, persons associated with the entity owning the property

If there is more than one tenant who used the property through the year, please attach details.

Name of tenant: \_\_\_\_\_

Relationship to owner (if any): \_\_\_\_\_

Amount of rent they paid: \$ \_\_\_\_\_

Dates rented (From: To) \_\_\_\_\_

Expenses incurred in respect of the property (the list below is not exhaustive – details of all expenses will be required):

Cost of advertising for tenants \$ \_\_\_\_\_

Cost of repairing damages caused by tenants \$ \_\_\_\_\_

Number of days spent in the property while repairing damages caused by tenants \_\_\_\_\_

Mortgage interest \$ \_\_\_\_\_

Rates \$ \_\_\_\_\_

Insurance \$ \_\_\_\_\_

Repairs/maintenance for general wear and tear \$ \_\_\_\_\_

Other (please give details) : \_\_\_\_\_

**Mixed Use Boat or Plane**

Does this entity 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

Schedule 1 – Accounts Receivable (Debtors)  
 Amounts owing to you at 31 March 2020

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Client Name	
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Name of Debtor	Description of Sale	Code	Total Incl GST

<b>Totals</b>	
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Schedule 2 – Accounts Payable (Creditors)  
 Amounts owing by you at 31 March 2020

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Name of Creditor	Description of Goods	Code	Total Incl GST

<b>Totals</b>	
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**Thank you for completing this questionnaire - don't forget to sign it**