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## 2021 Trust Questionnaire

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**Client Name:**

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**Email Address:**

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**Phone Number:**

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**Physical Address:**

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### **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 2021. 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.

<b>Trustee Name</b>	<b>Signature</b>	<b>Date</b>

## Records Required –

**Where possible our preference is to receive your records digitally. Please send to admin@btp.com.au**

<b>Bank Statements, Cash books, etc</b>		
<p>Where an <b>online accounting system</b> is used (eg. Banklink / Xero / MYOB), please provide:</p> <ul style="list-style-type: none"> <li>Final bank statement for the year for <b>all</b> bank accounts</li> </ul>	<input type="checkbox"/>	
<p>Where a non cloud based computerised <b>accounting system</b> is used (e.g. MYOB), please provide the following:</p> <ul style="list-style-type: none"> <li>General Ledger detailed, General Ledger summary, Trial Balance, Profit &amp; Loss, Balance Sheet, GST Reconciliation.</li> <li>Copy of bank reconciliation as at balance date for all bank accounts.</li> <li>Final bank statement for the year for <b>all</b> bank accounts</li> </ul>	<input type="checkbox"/>	
<p>Where a <b>Cashbook (computerised / manual) or no system</b> is used, please provide:</p> <ul style="list-style-type: none"> <li>Reconciled Cashbook (if one is kept, including one-month past balance date)</li> <li>Copy of bank reconciliation as at balance date for <b>all</b> bank accounts.</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 that bank statements include the details of what each deposit and withdrawal was for.</p>	<input type="checkbox"/>	

## Covid-19 Wage Subsidy and Small Business Loan

Have you received the Wage Subsidy?	<input type="checkbox"/>	Date rec: __/__/__ \$ _____
Have you received the Government Small Business Loan?	<input type="checkbox"/>	Date rec: __/__/__ \$ _____

## Loan Statements

Supply a copy of any loan transaction statements for the financial year up to your balance date, including loans that have been refinanced or repaid during the year.	<input type="checkbox"/>	
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## Goods & Services Tax (GST) Returns

Please supply copies of Goods & Services Tax (GST) work papers if not filed via xero..	<input type="checkbox"/>	
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## Interest and Dividend Certificates

Supply copies of certificates.	<input type="checkbox"/>	
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### Accounts Receivable (Debtors) – see attached Schedule 1

<p>All accounts or amounts owing to you at balance date should be scheduled. <b>Exclude</b> bad debts. To enable bad debts to be excluded from income, these must be written off prior to balance date.</p>	<input type="checkbox"/>	<p>Total at Balance Date: \$ _____ GST Included <input type="checkbox"/> Excluded <input type="checkbox"/></p>
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### Accounts Payable (Creditors) – see attached Schedule 2

<p>All accounts or amounts owing by you at balance date should be scheduled indicating name of creditor, amount and what the debt is for.</p>	<input type="checkbox"/>	<p>Total at Balance Date: \$ _____ GST Included <input type="checkbox"/> Excluded <input type="checkbox"/></p>
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### Capital Expenditure

<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>▪ Insurance pay out</li> <li>▪ Copy of Tax Invoices – Cost = or &gt; \$5,000 (excl GST) purchased between beginning of financial year and 16 March 2021.</li> <li>▪ Copy of Tax Invoices – Cost = or &gt; \$1,000 (excl GST) or more purchased on or after 17 March 2021.</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"/> <input type="checkbox"/>	
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### Other Non-Taxable Income

<p>Did you receive non-taxable income from any other sources? If Yes, please provide details.</p>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/></p>
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### Legal and Loan Documents

<p>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.</p>	<input type="checkbox"/>
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### 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

  


### Gifting Programme

Were any gifts made to your trust during the financial year?

Please supply copies of the gifting documentation from your solicitor.

Yes  No

### Rental Property Details

Please provide us with the addresses of any rental properties you have:

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

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

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

If a property was not rented for a full 12 months, please provide details of why it was vacant.

\_\_\_\_\_

### Rental property purchased or sold during the financial year –

YES  NO

*(if applicable - please provide the following information)*

- Solicitors Settlement Statement(s)
- Sale and Purchase Agreement
- Loan details for property purchased
- Valuation of chattels (if undertaken)
- A copy of the latest Rateable Valuation
- Any notifications provided to IRD of residential property held on revenue account (taxable on sale)

## Rental Income and Expenditure

Please supply the year end tax summary if the property/ies have been managed for the full year by a property manager or bank statements clearly identifying and detailing all transactions that relate to the rental properties.

**OR**

Please provide details of the following for each rental property. Use a separate sheet if necessary.

**Income:**

Total Rent Received \$ \_\_\_\_\_

**Expenses:**

Accounting fees \$ \_\_\_\_\_ Phone \$ \_\_\_\_\_

Advertising (to rent) \$ \_\_\_\_\_ Power \$ \_\_\_\_\_

Bank fees \$ \_\_\_\_\_ Rates \$ \_\_\_\_\_

Insurance \$ \_\_\_\_\_ (including regional council rates)

Legal fees \$ \_\_\_\_\_ Repairs and Maintenance \$ \_\_\_\_\_

Management fees \$ \_\_\_\_\_ (please attach details or invoices)

Mortgage Interest \$ \_\_\_\_\_ Valuation fees \$ \_\_\_\_\_

(attach copy of loan summary/statements from bank) Water rates \$ \_\_\_\_\_

Details of any other expense relating to rental property:

\_\_\_\_\_ \$ \_\_\_\_\_

\_\_\_\_\_ \$ \_\_\_\_\_

Details of visits to inspect property/conduct property business:

Date	Details	Kilometres
_____	_____	_____
_____	_____	_____
_____	_____	_____

## Residential Property Sales

Have you sold any residential property during the year (not otherwise detailed on the information provided)?

Yes  No

If yes, when was the property purchased?

Date \_\_\_\_\_

If it was purchased within 5 years of the sale date,

- what was the original purchase price?
- and the sale price?
- Has the rental property been used as your main home at any point?

\_\_\_\_\_

\_\_\_\_\_

Yes  No

### Residential Land Withholding Tax

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.	Yes <input type="checkbox"/> No <input type="checkbox"/>
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### 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: \_\_\_\_\_

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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:

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

### Cryptoassets

<p>Have you received or traded in cryptoassets during the income year? If so, please provide the following information:</p> <ul style="list-style-type: none"> <li>The type of cryptoasset</li> <li>For each transaction provide the date, type of transaction i.e. received or disposed of, number of units, value in NZD</li> <li>Total units of each cryptoasset held at the beginning and end of the year</li> <li>Exchange records and bank statements</li> <li>Wallet addresses</li> </ul>	<input type="checkbox"/>	
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### Schedule 1 – Accounts Receivable (Debtors)

Amounts owing to you at 31 March 2021

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 2021

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**