

Name:

Balance Date: 31 March 2020

ANNUAL TRUST QUESTIONNAIRE CHECKLIST

31 MARCH 2020

Please take the time to complete this checklist as it is IMPORTANT and helps us meet the quality standards that are required of us as a member of Chartered Accountants Australia and New Zealand. Providing us with all of the records and information requested in the attached questionnaire will enable us to complete your financial accounts with the minimum of delay and cost.

AUTHORISATION and TERMS OF ENGAGEMENT

I/We hereby instruct Matley Limited to prepare my/our Financial Statements and Taxation Returns for the year/period ending 31 March 2020.

I/We accept responsibility for the accuracy and completeness of the information supplied in this questionnaire checklist, which is to be used in the preparation of my/our Financial Statements and Tax Returns. You are not to complete an audit, nor do I/we wish you to undertake a detailed review of my/our affairs in order to substantiate the accuracy of my/our information, and therefore you are unable to provide any assurance on my/our Financial Statements. I/we understand that you accept no liability for the accuracy and completeness of the information supplied by me/us. I/We understand your work cannot be relied on to detect error or fraud. I/We further understand that the Financial Statements will be prepared at my/our request and for my/our purposes only and that you will not be liable for any losses, claims or demands by any third person.

I/We also accept responsibility for all other records and information supplied to you in addition to those set out on the pages 1 to 5.

I/We accept responsibility for any failure by me/us to supply all relevant records and information to you.

This document does not limit our existing signed "Engagement Letter for Compilation Engagement".

In order to assist with the preparation of your Financial Statements and Tax Returns and pursuant to the Privacy Act 1993 I/we authorise Matley Limited to obtain all relevant information as required from my/our banks, solicitors and other third parties to complete the preparation of my/our Financial Statements and Tax Returns.

Client Name: _____ Date: ____ \ ____ \ ____

Client Signature: _____

Update of Trust Details

Postal Address			
Home Address			
Email Address			
Mobile Phone			
Home Phone		Work Phone	
Bank details for REFUNDS from Inland Revenue Department (deposit slip preferred)			
Bank / Branch	_____ - _____	Account #	_____ - _____

Trust Information Checklist

Changes to Trust:

Please provide details of any of the following:

- New Trust Deeds or changes to existing Trust Deeds Yes / No
- Full details of any new beneficiaries Yes / No
- Details of any changes to Trustees Yes / No

Interest / Dividend Income

Did the Trust receive any income from interest or dividends? Yes / No

If yes, please provide interest certificates, dividend advice notices and Portfolio Statements with a full copy of the investment advisors report

Please list all investments held including company/fund name and number of shares/units held:

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Please also list all term deposits, bonds held:

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Please note: Computershare and Link Market Services offer Annual Tax Summaries. If you hold a number of shares we recommend you arrange to receive these summaries.

Overseas Income

Did the Trust own company shares, unit funds/trusts, life insurance policies or superannuation/pension plans with any overseas organisations? Yes / No

Did the Trust have any funds invested overseas with Financial Advisers, Portfolio managers or the likes? Yes / No

Did the Trust own 10% or more interest (shareholding) in an overseas entity? Yes / No

If yes to any of the above questions, please provide full details including name of company/fund, number of share/units, amount invested, country held, income earned, any local tax deducted, and market value at 31 March 2020.

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Accounts Receivable

Does the Trust have any accounts receivable as at balance date? Yes / No
(i.e. Money owed to the Trust). If yes, please complete Form A (attached).

Accounts Payable

Does the Trust have any accounts payable as at balance date? Yes / No
(i.e. Money the Trust owes to others). If yes, please complete Form B (attached).

Rental Income and Expenditure

Does the Trust receive rental income? Yes / No
If yes, please complete a Rental Checklist for each rental property.

Sale/Purchase of Fixed Assets

Did the Trust sell, purchase or stop using any fixed assets? Yes / No
If yes, please complete Form C (attached).

Your Will

Have you updated your will within the last five years? Yes / No
(It is important that your will aligns with the terms of your trust deed)

Gifting Programme

Have you completed any gifting this year? Yes / No

Have you assigned debt to the trust via a Deed of Acknowledgement of Debt? Yes / No

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 also.

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Please provide any additional information regarding the Trust activities that may be relevant in preparing the Financial Statements.

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Earthquake Matters

Are there any EQC or other ongoing insurance matters? If yes, please provide details.

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FORM A - ACCOUNTS RECEIVABLE / DEBTORS

These are sales or services that you have performed and invoiced up to and including the last day of the financial year (31 March 2020) and that you are yet to receive payment for. These are not to be included in Work In Progress.

- If you have your own Debtors Ledger you do not have to complete this sheet. Instead attach a copy of your Debtors Ledger.

Name	Details	Ledger Code (if known)	Total Invoice (GST Inclusive)	GST Amount	Net Invoice (Excluding GST)
TOTAL ACCOUNTS RECEIVABLE			\$	\$	\$

FORM B - ACCOUNTS PAYABLE / CREDITORS

These are invoices for expenses dated up to and including the last day of the financial year (31 March 2020) which you have received but have not yet paid (e.g. you purchase \$100 of stock, receive an invoice dated March but don't pay for the invoice until April, yet the goods are included in your stock take).

Please ensure that the details column is filled out (e.g. purchases, motor vehicle, power etc.)

- If you have your own Creditors Ledger you do not have to complete this sheet. Instead attach a copy of your Creditors Ledger.

Name	Details	Ledger Code (if known)	Total Invoice (GST Inclusive)	GST Amount	Net Invoice (Excluding GST)
Inland Revenue Department	PAYE		-	n/a	
Inland Revenue Department	FBT		-	n/a	
TOTAL ACCOUNTS PAYABLE			\$	\$	\$

FORM C – SALE OR PURCHASE OF FIXED ASSETS

FIXED ASSETS NO LONGER USED

Please look at the Fixed Asset Schedule of your previous year's set of financial statements and note any fixed assets below that you are no longer using in the business.

Asset Code	Asset Description

ASSETS PURCHASED

Please supply any documentation that was required for the sale or purchase of an asset (e.g. hire purchase agreements, invoices). For transactions involving land and buildings please supply Sale and Purchase Agreements, Solicitor Settlement statements and mortgage details.

Date Purchased	Asset	Cost Price (GST Exclusive)	New or Used	How Financed

ASSETS SOLD

Date Sold	Asset	Sale Price (GST Exclusive)