

TRUST Financial Statements Questionnaire - 2024

Ensure this questionnaire is completed and included with your records

Client Name		Phone:	
Balance Date	31st March 2024	Email:	

To: Lynda Stevenson Chartered Accountants Ltd

Terms of Engagement

I/We hereby instruct Lynda Stevenson Chartered Accountants Ltd and staff/contractors as applicable to prepare my/our Financial Statements and Taxation Returns for the year/period ending 31st March 2024. 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 by the 20th of the month following 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.

I/We authorise your organisation to act as our agent for ACC levy purposes for all associated entities. This authorisation allows your organisation to query and change information on my/our ACC levy account(s) through ACC staff, and through MyACC for Business. This authority will also allow your organisation's main representative discretion to delegate access to my/our ACC information to other members of your organisation. Other delegated members of your organisation will also be able to query and change information on my/our ACC levy account.

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.

Trustees Names	IRD Number	Signature	Date



Convenient time to call you is:			
Alternative phone numbers are:			
When do you want your accounts completed by?			
Would you like us to supply a copy to your bank?	Yes 🗌 N	lo 🗀] (Tick One)
If your accounts are to be supplied to your bank, please advise the name of your current bank manager:			
Records Required:		✓	Comment:
Bank Statements, Cheque butts, Cash books, etc			
Where an online accounting system is used (e.g. Banklink / Xero / please provide: Final bank statement for the year for all bank accounts	MYOB),		
 Where a non cloud based computerised accounting system is used (explease provide the following: General Ledger Detailed, General Ledger Summary, Trial Balance, Loss, Balance Sheet, GST Reconciliation. Copy of bank reconciliation as at balance date for all bank accounts 	Profit &		
Final bank statement for the year for all bank accounts			
Where a Cashbook (computerised / manual) or no system is used provide: Cashbook (if one is kept, including one-month past balance date) Copy of bank reconciliation as at balance date for all bank accounts Bank statements for the full year for all bank accounts			
Note: If no cashbook has been kept, please ensure that bank statem include the details of what each deposit and withdrawal was for.	ents		



IRD Disclosure requirement information (excluding non-active trusts)	
If not provided already, could you please provide a copy of the trust deed and any amendments made to this.		
Please provide the following information for all settlors and beneficiaries of the Trust:		
 Full name Date of birth or commencement date (for non-individuals) Jurisdiction of tax residency (if not NZ) IRD number (or Tax Identification Number for those not resident in NZ) 		
Please provide details of any settlements made to the Trust by settlors or any other persons (including those valued at zero)		
Please provide details of any distributions made to beneficiaries, including the following:		
 Distributions of accounting income Distributions of capital, corpus or trust assets Use of trust property for less than market value Forgiveness of debt 		
If not already provided above, can you please provide the following details of any person who has the power to appoint/dismiss a trustee, add/remove a beneficiary, or to amend the trust deed.		
 Full name Date of birth or commencement date (for non-individuals) Jurisdiction of tax residency (if not NZ) IRD number (or Tax Identification Number for those not resident in NZ) 		
Loan Statements	ı	T
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.		
Goods & Services Tax (GST) Returns if Applicable		
Please supply your copies of Goods & Services Tax (GST) returns and work papers if not filed via Xero.		
Interest and Dividend Certificates	1	
Supply copies of certificates.		
Lease details		
Supply copies of lease agreements for non-building assets (e.g. motor vehicles, equipment).		
Foreign Income		
Details of any foreign income received, and any tax deducted from this.		
Accounts Receivable (Debtors) – see attached Schedule 1 – if Applic	able	
All accounts or amounts owing to you at balance date should be scheduled. Exclude bad debts. To enable bad debts to be excluded from income, these must be written off prior to balance date.		Total at Balance Date: \$ GST Included Excluded



Accounts Payable (Creditors) – see attached Schedule 2 – if Applical	ole	
All accounts or amounts owing by you at balance date should be scheduled indicating name of creditor, amount and what the debt is for.		Total at Balance Date: \$ GST Included Excluded
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 Insurance pay out Copy of Tax Invoices 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.		
Other Taxable or Non-Taxable Income		
Did you receive income from any other sources either taxable or non-taxable?		
If Yes, please provide details (e.g. Uber, Airbnb, services through platforms such as Pocket Job, Airtasker etc).		
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.		
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		
Please advise details of gifts made to your trust during the financial year. If you have copies of the gifting documentation from your solicitor, please attach Please provide any acknowledgement of debts if available.		Date of Gift
Major Transactions	I	
Please provide a list of any major transactions that have occurred during the financial year that affect the Trust.		



Rental Property Details	
Please provide us with the addresses of any rental properties you have.	If a property was not rented for a full 12
Address:	months, please provide details of why it was vacant.
Address:	vacani.
Address:	



Rental Income and Expenditure				✓
Please supply bank statements clearly identifying and decorate or				
Income: Total Rent Received \$ Expenses:				
Accounting fees \$	ness:	nce	\$ ices) \$ \$	
Residential Land Withholding Tax				
Have you sold residential property in New Zealand where Withholding Tax has been deducted and paid to the IRD? e.g. IR1100 Residential land withholding tax return and or documents.	? If so, provide details			
Residential Property Sales				
Have you sold any residential property during the year (not the information provided)? If yes, when was the property purchased? If it was purchased with 10 years of the sale date,			\$	_
 what was the original and the sale price? has it been used as your main home for the full towned? If not, please provide dates and details or shared use. 	time it has been		\$	_



Mortgage Interest Paid on Residential Properties	
Have you incurred interest on residential properties owned (which is not your main family home or a 'new build*')? Is the interest also against properties other than residential rentals? If so, please provide details of amount of interest and dates paid.	
* A new build is a self-contained residence that receives a Code Compliance Certificate confirming the residence was added to the land on or after 27 March 2020	



Mixed Use Holiday Home			
Does this entity have a property (such as a	holiday home or a bach) that is used p	·	
If yes, provide details of property:		Yes	
Was the property empty for 62 days or mor If yes, please complete the following section		Yes No Illowable deductions.	
Mixed Use Holiday Home - Informati	on Required		
The number of days the property was empt	y during the income year		
The number of days the asset was used by OR where income from any person receive * Associated persons include close relatives, or i	family or associated persons* during the during the during the dwas less than 80% of market rate	<u></u> .	
If there is more than one tenant who used to Name of tenant:	he property through the year, please at	tach details.	
Dates rented (From: To)			
Expenses incurred in respect of the propert required):	y (the list below is not exhaustive – det	tails of all expenses will be	
Cost of advertising for tenants		\$	Ш
Cost of repairing damages caused by tenar	nts	\$	
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):			
Cryptoassets			
Have you received or traded in cryptoasset please provide the following information:	s during the income year? If so,		
The type of cryptoasset			
 For each transaction provide the do or disposed of, number of units, va 	late, type of transaction i.e. received alue in NZD		
 Total units of each cryptoasset he year 	d at the beginning and end of the		
Exchange records and bank state	ments		
Wallet addresses			

Thank you for completing this questionnaire - don't forget to sign it



Schedule 1 – Accounts Receivable (Debtors)

Amounts owing to you at 31st March 2024

cription of Sale	Code	Total Incl GST
cription of Sale	Code	Total Incl GST
		1

Schedule 2 – Accounts Payable (Creditors) Amounts owing by you at 31st March 2024

Name of Creditor	Description of Goods	Code	Total Incl GST

Totals



