Trust Financial Statements Questionnaire - 2022

Ensure this questionnaire is completed and included with your records

Client Name	Phone:	
Email		

To: McConnell Stafford-Bush & Associates

Terms of Engagement

I/We hereby instruct you McConnell Stafford-Bush & Associates and staff/contractors as applicable to prepare my/our Financial Statements and Taxation Returns for the year/period ending 2022. 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 2.0% 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.

If I/We agree I have also instructed you to prepare our GST Returns on a regular basis. I/We accept that it is my/our responsibility to advise you of all relevant transactions on a timely basis as well as obtain valid tax invoices that comply with the GST legislation.

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.

IRD Number	Signature	Date
	IKD Number	Signature Signature

If a trustee is a company, under the Companies Amendment Act 2014 there is now a requirement for all directors to provide their place of birth and date of birth AND in addition, there must be at least one director that either lives in New Zealand; or lives in Australia and is a director of a company incorporated in Australia:							
Director	Date of birth	City / Town of birth	Country of birth	Current residential address			
Convenient time	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 🗌 No 🗌	(Tick One)			
If your accounts a please advise the		ied to your bank, current bank manage	r:				

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Records Required: If you do the GST	✓	Comment:
Bank Statements, Cheque butts, Cash books, etc		
Where an online accounting system is used (e.g. Banklink / Xero / MYOB), please provide:		
Final bank statement for the year for all bank accounts		
Where a non cloud based computerised accounting system is used (e.g. MYOB), please provide the following: General Ledger Detailed, General Ledger Summary, Trial Balance, Profit &		
Loss, Balance Sheet, GST Reconciliation. Copy of bank reconciliation as at balance date for all bank accounts.		
■ Final bank statement for the year for all bank accounts		
Where a Cashbook (computerised / manual) or no system is used, please 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 statements include the details of what each deposit and withdrawal was for.		
Goods & Services Tax (GST) Returns		
Please supply your copies of Goods & Services Tax (GST) returns and work papers if not filed via Xero.		
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 	lН	
 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) 		

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Covid-19 Wage Subsidy and other Covid-19 support	t payments	
Have you received the Wage Subsidy? (please note all da	ites and receipts)	
Date rec:/\$	Date rec://\$	
Date rec:/ \$	Date rec://\$	
Date rec:/\$	Date rec:/ \$	
Where Wage Subsidy payments have been received for stake (shareholders/partners/trustees/beneficiaries/owners) of the b		
Amounts received for each stakeholder		
Whether amounts received were for full-time or part-		
Have you received the Covid-19 Leave Support Payments		
Date rec:/\\$	Date rec:/ \$	
Date rec:/\$	Date rec:/\$	
Date rec:/ \$	Date rec:/\$	
Where Covid-19 Leave Support Payments have been receive (shareholders/partners/trustees/beneficiaries/owners) of the b		
Amounts received for each stakeholder What have a second a second a second for full time a second sec	ation and	
Whether amounts received were for full-time or part-		
Have you received Covid-19 Short-Term Absence Paymer	nts? (please note all dates and receipts)	
Date rec:/\$		
Date rec:/\$		
Date rec:// \$		
Where Covid-19 Short-Term Absence Payments have been re (shareholders/partners/trustees/beneficiaries/owners) of the b		
 Amounts received for each stakeholder 		
Whether amounts received were for full-time or part-		
Have you received Resurgence Support Payments? (plea	se note all dates and receipts)	
Date rec:/\$		
Date rec:/ \$		
Date rec:/\$		
Have you received a Covid-19 Cultural Sector Emergency	Relief Grant or other Covid-19 support payments?	
Please provide details if it is an "other" Covid-19 support payment		
Date rec:/\$		
Date rec:/ \$		
Have you received the Covid-19 Small Business Loan?		
Date rec:/ \$		
Have any amounts of Covid-19 support payments been re	epaid back?	
Please provide details of payment and reason for repayment		
Date paid back:/\$	Reason:	

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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.		
Final Bank Statements		
Final bank statement for the year for all bank accounts.		
Interest and Dividend Certificates		
Supply copies of certificates.		
Accounts Receivable (Debtors) – see attached Schedule 1		
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		
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		L
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 agreementsLease agreementsAll 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 Non-Taxable Income		
Did you receive non-taxable income from any other sources? If Yes, please provide details.		
Legal and Loan Documents	1	
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 premiumsLegal 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		Date of Gift
Please provide any acknowledgement of debts if available.		

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Major Transactions				
Please provide a list of any major transactions that have financial year that affect the Trust.	occurred during the			
Rental Property Details				
Please provide us with the addresses of any rental prope	erties you have.	If a	property was not rented for a f	ull 12
Address:	-	mor	nths, please provide details of	
Address:		vac	ant.	
Address:				
Rental Income and Expenditure		1		✓
Please supply bank statements clearly identifying and de OR Please provide details of the following for each rental pro	-			
Income: Total Rent Received \$				
Expenses:				
Accounting fees \$	Phone		\$	
Advertising (to rent) \$	Power		\$	
Bank fees \$	Rates		\$	
Insurance \$	(including regional cou	ncil ra	tes)	
Legal fees \$	Repairs and Maintenar		\$	
Management fees \$	(please attach details of	or invo	ices)	
Mortgage Interest \$	Valuation fees		\$	
(attach copy of loan summary/statements from bank)	Water rates		\$	
Details of any other expense relating to rental property:		<u></u>		
		ው ው		
Details of visits to inspect property/conduct property bus	iness.	Φ		
Date Details		Kilome	etres	
· <u></u> ·				
Residential Land Withholding Tax				l
Have you sold residential property in New Zealand wher Withholding Tax has been deducted and paid to the IRD e.g. IR1100 Residential land withholding tax return and documents.	? If so, provide details			
Residential Property Sales				
	not otherwise detailed on			
Have you sold any residential property during the year (rethe information provided)?	lot otherwise detailed on			
If yes, when was the property purchased?				_
If it was purchased with 10 years of the sale date,				
 what was the original purchase price 			\$	_
• and the sale price?			\$	
 has it been used as your main home for the full owned? If not, please provide dates and details of shared use. 				
Mortgage Interest Paid on Residential Propertie	es			
Have you incurred interest on residential properties own main family home)? Is the interest also against propertie rentals? If so, please provide details of amount of interest.	es other than residential			

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Mixed Use Holiday Home		
Does this entity have a property (such as a h	noliday 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 or more If yes, please complete the following section	in the income year? Yes _ No _ so we can determine the amount of allowable deductions.	
Mixed Use Holiday Home - Information	on Required	
The number of days the property was empty	during the income year	
OR where income from any person received	ramily or associated persons* during the income year was less than 80% of market rate owned by an entity, persons associated with the entity owning the property	
If there is more than one tenant who used th	e property through the year, please attach details.	
Name of tenant:		Ш
, , , , , , , , , , , , , , , , , , , ,		
D :		
Expenses incurred in respect of the property required):	(the list below is not exhaustive – details of all expenses will be	
Cost of advertising for tenants	\$	
Cost of repairing damages caused by tenant	s \$	
Number of days spent in the property while r	epairing damages caused by tenants	
Mortgage interest	\$	
Rates	\$	
Insurance	\$	
Repairs/maintenance for general wear and to	ear \$	
Other (please give details) :		
Mixed Use Boat or Plane		
	market value of \$50,000 or greater), that is used privately and also to	Ш
derive income?	Yes 🗌 No 🗍	
If Yes, provide details:		
Description:		
Market value: \$		
Was the asset unused for 62 days or more in	n the income year?	
·	so we can determine the amount of allowable deductions.	
Mixed Use Boat or Plane – Informatio		
The number of days the coast was unusual.	during the impage was	
The number of days the asset was unused of	amily or associated persons* during the income year	
OR where income from any person received		
For non-associated persons where payment	received is at least 80% of market value:	
Number of days the asset was used:		
Income received:	\$	
Expenses incurred in respect of the property required):	(the list below is not exhaustive – details of all expenses will be	

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Cost of advertising for hireage	\$
Cost of repairing damages caused by hireage	\$
Operating costs / supplies	\$
Insurance	\$
Repairs/maintenance for general wear and tear	\$
Other (please give details)	
Cryptoassets	
Have you received or traded in cryptoassets during the income year? If so, please provide the following information:	
The type of cryptoasset	
 For each transaction provide the date, type of transaction i.e. received or disposed of, number of units, value in NZD 	
Total units of each cryptoasset held at the beginning and end of the year	
Exchange records and bank statements	
Wallet addresses	

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

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Schedule 1 – Accounts Receivable (Debtors) Amounts owing to you at [Balance Date]

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

Schedule 2 – Accounts Payable (Creditors) Amounts owing by you at [Balance Date]

Name of Creditor	Description of Goods	Code	Total Incl GST

Totals	
Totals	

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