

Trust Questionnaire – 1 April 2023 to 31 March 2024

Ensure this questionnaire is completed and included with your records

Client Name		Phone:	
Balance Date		Email:	

To: Toni Walker Limited

Terms of Engagement

I/We hereby instruct you Toni Walker Limited and staff as applicable to prepare my/our Financial Statements and Taxation Returns for the year/period ending 31 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.

Authority is given to obtain information from Inland Revenue, and 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.

Signature:	Date
------------	------

Records Required:	✓	Comment:
Bank Statements, Cash books, etc		
Where an online accounting system is used (e.g. Banklink / Xero / MYOB), please provide: <ul style="list-style-type: none"> Final bank statement for the year for all bank accounts 	<input type="checkbox"/>	
Where a complete computerised accounting system is used (e.g. MYOB), please provide: <ul style="list-style-type: none"> A backup of software as at end of financial year (email or USB) Copy of bank reconciliation as at balance date for all bank accounts Final bank statement for the year for all bank accounts 	<input type="checkbox"/>	
If none of the above, please forward bank statements from 1 April 2022 to 31 March 2023.	<input type="checkbox"/>	
Loan Statements		
Supply a copy of any loan transaction statements for the financial year up to your balance date.	<input type="checkbox"/>	
Interest and Dividend Certificates		
Supply copies of certificates.	<input type="checkbox"/>	
Fixed Assets		
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: <ul style="list-style-type: none"> Hire purchase or loan agreements Lease agreements All legal statements and agreements Trade-in details Lost, stolen or scrapped items Copy of Tax Invoices 	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> 	
Major Transactions		
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/>

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