

ANNUAL QUESTIONNAIRE

TRUST 2023



Client

Balance Date/...../2023.

Telephone Number Cell phone Number

Email

Physical Address.....

Engagement of Professional Services

Campbell & Co Chartered Accountants Limited agrees to provide the following professional services:

- Preparation of financial reports and tax returns based on information provided to us in accordance with SES-2. Our procedures do not include verification of financial information. No audit or review engagement is undertaken.
- We will report on any matters that come to our attention in the process of undertaking your work.
- We will provide any other services as are agreed upon between us from time to time.
- Full terms and conditions are available on our website

You agree and confirm:

- You will supply all information necessary to carry out such services and will be responsible for the accuracy and completeness of such information.
- We may obtain any further information necessary for the completion of your engagement from any third party you had dealings with during the year for the named above or other entities that you have interests in that affect the financial reports. This will normally be financial institutions and legal firms.
- To authorise Campbell & Co Chartered Accountants Limited to link to all tax types (except child support) at the Inland Revenue Department and to obtain information through all media and communication channels necessary to fulfil the agency responsibilities as our accountant and tax agent. We will not be liable for any penalties imposed by IRD as a result of incomplete records supplied to us.
- To authorise Campbell & Co Chartered Accountants Limited to access and change information through MyACC and directly with ACC staff.
- To authorise Campbell & Co Chartered Accountants Limited to transfer available tax payments/credits to offset related party tax liabilities.

Price and Payment

Our fees are based on hours worked charged at rates appropriate to the work performed and the levels of expertise required, plus out of pocket expenses. If requested by you we will advise you of our estimated fee for the work to be undertaken. If our costs seem likely to exceed this figure, we will discuss the matter within a reasonable time frame.

Our fees are payable by the 20th of the month following the invoice date. In the event that it is necessary to take action to recover overdue accounts, all collection costs incurred by us will be incurred by you.

Signature: _____

Full Name: _____

Date Completed: ____/____/____

CAMPBELL & CO CHARTERED ACCOUNTANTS LIMITED
PHONE: 03 974 9211
WEB: www.campbellca.co.nz
EMAIL: admin@campbellca.co.nz
P O Box 257, Kaiapoi 7644

CHECKLIST OF RECORDS TO BE SUPPLIED TO COMPLETE THE FINANCIAL STATEMENTS:	Tick if applicable
<p>CASH BOOK/ELECTRONIC ACCOUNTING SYSTEM Please supply a back-up of your electronic cashbook if you use one. You can e-mail a back-up to admin@campbellca.co.nz or the staff member who works on your accounts if you prefer.</p>	
<p>BANK STATEMENTS</p> <ul style="list-style-type: none"> • For all accounts operated by the Trust. Statements should cover the full period plus one month after balance date. Please obtain any missing statements from your bank. • All cheque books and deposit books. • You can note income or withdrawal details on the bank statements, including automatic payments, if this is preferred. 	
<p>GST RETURNS Please supply your copies of all GST returns and workings for the year</p>	
<p>TERM LOANS/HIRE PURCHASE AGREEMENTS Please supply all loan statements, new hire purchase agreements and confirmation of the loan balance as at balance date.</p>	
<p>INSURANCE Please supply the premium summary and a copy of any invoices for insurance. If the Trust received any insurance claim during the year please include copies of the documentation.</p>	
<p>INTEREST CERTIFICATES (Term Deposits, Savings Accounts etc.) These are normally sent by banks in April each year or maybe available from your online banking facility.</p>	
<p>DIVIDEND CERTIFICATES Please provide all dividend certificates received, including details of shares received in lieu of dividends.</p>	
<p>RATES/GOVERNMENT VALUATIONS Please supply a copy of the Rates notice or Government Valuation notice if there has been an updated valuation issued during the year.</p>	
<p>GIFTING Please supply details of any gifting received by the Trust.</p>	
<p>SOLICITOR'S INVOICES (To enable analysis of legal fees) Please supply all invoices for legal services</p>	
<p>MAJOR TRANSACTIONS Please supply documentation and invoices relating to any major transactions such as the sale or purchase of significant assets or property. This will ensure that we treat this expenditure correctly and maximise the depreciation claim.</p>	

PARTICULARS OF ANY CAPITAL IMPROVEMENTS OR NEW ASSETS PURCHASED

Effective 17/3/2021, the threshold for capitalising an asset (adding to the asset schedule and depreciating, rather than claiming in full) increased to \$1,000 excl. GST.

Asset Description	Total Paid	Date	Details of Any Asset Traded In
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

(Please supply Hire Purchase Agreements if applicable).

PARTICULARS OF ASSETS SOLD OR SCRAPPED DURING THE YEAR

(Please refer to your last years fixed asset and depreciation schedule included with your financial statements)

Asset Description	Date Sold	Total Received	Tick if Scrapped	Details of Replacement Asset if Traded
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

INTEREST PAID TO FAMILY MEMBERS

Please provide details of interest paid to family members:

Name: _____ Amount Paid: _____

Name: _____ Amount Paid: _____

Please also supply copies of any Resident Withholding Tax returns filed with Inland Revenue

CLAIM FOR OTHER EXPENSES

In the event of deductible expenses being paid in cash or from a personal account, please supply details, as these items can be included as a deductible expense if they are business related, examples maybe newspapers, taxi fares, car parking etc.

CASH INCOME NOT BANKED DURING THE YEAR

Please provide details of cash received but not paid into your bank account.

_____ \$ _____

GENERAL

Is there a specific date that you require your accounts completed by? _____/_____/_____

Would you like a draft copy of the financial statements before they are finalised? YES / NO

Would you like us to supply a copy of your financial statements to the bank? YES / NO

Who is your bank manager? _____

Branch Address: _____

How many copies of the financial statements would you like?

