UHY Haines Norton
Chartered Accountants

2009 TRUST/ESTATE CHECKLIST

Update of Details

Trust/Estate Name			
Postal Address			
Physical Address			
Contact Email Address			
Contact Home Phone		Fax	
Contact Work Phone		Mobile	

Please take the time to complete this checklist as it is a very important part of the accounting process. It helps to:

- Identify and provide the information we need to prepare your return of income.
- Minimise the queries from us during the preparation of your return of income.
- Ensure we can complete your financial accounts without delay

It also helps us meet the quality control standards that are required of us as members of the New Zealand Institute of Chartered Accountants.

This checklist is in several parts as detailed below. Please complete all of the compulsory sections. The other sections only need to be completed if they apply to your business.

Section		Status
Update Details *(above)*	Page 1	**Compulsory**
Authority	Page 2	**Compulsory**
Trust/Estate Information Checklist	Page 3 – 5	**Compulsory**
Accounts Receivable/Debtors	Form A	If Applicable
Accounts Payable/Creditors	Form B	If Applicable
Sale or Purchase of Assets	Form C	If Applicable
Rental Schedule	Form D	If Applicable

Please sign the Authorisation on page 2 as this authorises us to contact necessary organisations, for example your bank or insurance company, to obtain information that is required to complete your accounts or taxation returns.

Authorisation

1 We have read and signed the terms of engagement and trade.

2 We confirm that the information supplied to you is accurate and complete in all respects.

3 We hereby authorise UHY Haines Norton (Auckland) Ltd to seek any additional information they may require for the purpose of preparing our financial statements and statutory requirements with the Inland Revenue and Registrar of Companies, from our Solicitor, Advisor, Employees, Bank or other financial institution and we hereby also authorise our Solicitor, Advisor, Employees, Bank or other organisation to supply such information.

4 We confirm for the purposes of the Privacy Act 1993 that the information contained in this questionnaire has been provided to UHY Haines Norton (Auckland) Ltd to enable them to fully advise and assist us in the management of our financial affairs and authorise UHY Haines Norton (Auckland) Ltd to utilise that information for that purpose in such manner as they may consider appropriate including, by way of example and not limitation, the preparation and completion of annual accounts and income tax returns, the provision of information to our banks, solicitors or other advisers

5 We authorise UHY Haines Norton (Auckland) Ltd to act as our tax agent for all tax types and acknowledge that this will give access to our tax information held by the Inland Revenue Department.

6 We advise you not to complete an audit or review. We accept responsibility for the accuracy and completeness of all records and information supplied to you.

7 If the signed Income Tax Return declarations are not received back in your office within 30 days, you may assume that we have signed the returns and you may file them with the Inland Revenue Department.

Signed: ______________________________

Date: ______________________________

For: ______________________________

Client name

____

Name and position of person signing

Trust/Estate Information Checklist

1	**Trust/Estate Activities** Did the Trust/Estate carry on a business during the Financial Year? (excluding rental property investment) **If yes**, please complete our *Business Checklist* instead and complete **only** questions 17, 18, 22, 23 and 24 of this questionnaire.	Yes	No
2	**Bank Records**		
	Does the Trust/Estate have a bank account?	Yes	No
	If yes, please provide the following		
	• Bank statements for the year for all accounts, covering the full year.	Yes	N/A
	• Cheque butts and deposits books, fully detailed.	Yes	N/A
	• Details of any electronic transactions.	Yes	N/A
	• Details of any unpresented cheques at balance date.	Yes	N/A
	• Details of any uncleared deposits at balance date.	Yes	N/A
	• Cheque number of the last cheque written for the year.	No. ____________________	
3	**Accounts Receivable** Did the Trust/Estate have any accounts receivable as at balance date? (Money owing to the Trust/Estate)	Yes	No
	If yes, please provide details on Form A (attached) and record total here	$………………	
4	**Accounts Payable** Did the Trust/Estate have accounts payable as at balance date? (Money owed by the Trust/Estate to others.)	Yes	No
	If yes, please provide details on Form B (attached) and record total here	$………………	
5	**Goods & Services Tax (GST)**		
	Are you registered for GST?	Yes	No
	If yes, and we do not prepare your GST returns please provide -		
	• A copy of all GST returns for the year.	Yes	
	• A copy of all workings to support your GST returns.	Yes	
6	**Sale / Purchase of Assets**		
	Did the Trust/Estate buy, sell, or stop using any assets in the past year?	Yes	No
	If yes, complete Form C (attached). Also include the following		
	• Copies of the invoices for each item purchased.	Yes	N/A
	• Copies of hire purchase agreements.	Yes	N/A
	• Solicitors statements.	Yes	N/A
	If registered, has the GST on asset sales or purchases been shown in GST returns?	Yes	No
7	**Investments/Term Deposits**		
	Does the Trust/Estate have any investments or term deposits?	Yes	No
	If yes, please provide the following		
	• Statement showing the term deposit & interest rate at balance date.	Yes	N/A
	• Details of shares held, i.e. company name and number of shares.	Yes	N/A
	• Details of share portfolios.	Yes	N/A
8	**Loans / Hire Purchases**		
	Does the Trust/Estate have loans, hire purchase or lease agreements?	Yes	No
	If yes, please provide the following, where applicable		
	• Confirmation of loan balances as at balance date.	Yes	
	• Loan account statements, if available.	Yes	N/A
	• Documentation of any new loan or hire purchase agreements.	Yes	N/A
	• Documentation of any loans or HP repaid or refinanced.	Yes	N/A
	• Details of the security for each loan.	Yes	N/A
	• Details of the lease agreements.	Yes	N/A

9	**Interest & Dividends** Did the Trust/Estate receive interest and/or dividends during the year? **<u>If yes</u>**, please provide - • A copy of all Resident Withholding Tax certificates received. • A copy of all Dividend statements received for all NZ and overseas investments. • Details of all PIE income	Yes Yes Yes Yes	No N/A N/A N/A
10	**Rental Income** Did the Trust/Estate receive any rental income? **<u>If yes</u>**, please complete the rental schedule Form D (attached)	Yes	No
11	**Other Income** Did the Trust/Estate receive any other income e.g. Estates, Partnership, Trust etc? **<u>If yes</u>**, please provide details on a separate sheet..	Yes	No
12	**Income Banked** Has all Trust/Estate income been deposited in the Trust/Estate bank account? **<u>If no</u>**, please provide details on a separate sheet with the date, amount. including GST and details of the items not deposited in the account.	Yes	No
13	**Non Income Deposits** Were all deposits in the bank account Trust/Estate income? **<u>If no</u>**, please mark the bank statements clearly OR list details on a separate sheet. *E.g.. Assets sold, insurance proceeds, transfers from other bank accounts, tax refunds, GST refunds, loans received, private savings etc.*	Yes	No
14	**Motor vehicle usage** Was a private vehicle used for Trust/Estate business? **<u>If yes</u>**, please advise the mileage for the year (supported by a log book if possible) and cc rating of your vehicle..	Yes ________ km ________ cc	No
15	**Expenses Paid Privately** Did you pay for Trust/Estate expenses privately that have NOT been reimbursed by the Trust/Estate? **<u>If yes</u>**, please provide details on a separate sheet.	Yes	No
16	**Trust/Estate Distributions** Has there been any Distribution from the Trust/Estate to a beneficiary during the year (including non-natural persons like companies, other trusts)? **<u>If yes</u>**, please provide documentation or details on a separate sheet.	Yes	No
17	**Legal Documents/Gifting** Did the Trust/Estate make or receive any gifts or have any legal transactions during the year? **<u>If yes</u>**, please provide the following • Copies of all solicitors statements and documentation. • Copies of any gift statements and debt acknowledgement. • Details of any assets or investments purchased or transferred from the Settlor to the Trust/Estate during the year? • Details of any resettlements or variations made to the Trust Deed	Yes Yes Yes Yes Yes	No N/A N/A N/A N/A

18	**Land Transactions** Did the Trust/Estate buy or sell land during the year? **If yes**, please provide details on a separate sheet and documentation	Yes	No
19	**Overseas Investments (the Foreign Investment Fund [FIF] regime)** Did the Trust/Estate have any overseas investments during the year? **If yes**, please provide full details including • Copies of investment statements • Copies of income statements • Details of sales & purchases (date, sale price, cost, no. of units) • A valuation report of your investments at **this** year end (i.e. at 31 March 2009) showing each investment's cost and market value • A valuation report of your investments at **previous** year end (i.e. at 31 March 2008) showing each investment's cost and market value. • A list of any Australian share on that valuation report that doesn't qualify for the FIF exemption.	Yes	No
20	**Share Trading** Did the Trust/Estate buy or sell shares regularly during the year? **If yes**, please provide details on a separate sheet.	Yes	No
21	**Financial Arrangements** Does the Trust/Estate have any of the following? • Bank accounts denominated in a foreign currency • Deferred settlements • Forward contracts for foreign exchange or commodities • Business transactions that have an implied interest rate not payable or receivable until the end of the transactions • Any other financial instrument not mentioned above **If yes**, please provide details on a separate sheet.	Yes	No
22	**New Trust/Estate** Is this the first year of the Trust/Estate? **If yes**, please provide the following • A copy of the Trust Deed/Will. • Gift Statements & Deed of Partial Forgiveness of Debt. • Deed of Acknowledgement of Debt. • Solicitor's firm name ____________________ • Any sale/purchase agreements for transfers of property.	Yes	No
23	**Trustees/Executors** Please provide the names of all current Trustees/Executors. ____________________ ____________________		
24	**Beneficiaries** Please provide the names and birthdates of all current known Beneficiaries.		

Name	Birthdate

PLEASE CHECK that you have signed the authorisation on page 2.

Thank you for taking the time to complete this checklist.

Trust/Estate Name: ___________________________________ **FORM A**

ACCOUNTS RECEIVABLE (Debtors excluding Bad Debts)

These are sales or services that you have performed and invoiced up to and including the last day of the financial year that were not paid for until the following financial year. These are not to be included in Work In Progress.

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

Customer Name	GST Exclusive Amount	GST	GST Inclusive Amount
TOTAL ACCOUNTS RECEIVABLE	**$**	**$**	**$**

Trust/Estate Name: ___________________________________ **FORM B**

ACCOUNTS PAYABLE (Creditors)

These are invoices for expenses dated up to and including the last day of the financial year you have received but did not pay until the following financial year, e.g. (assuming a March balance date) 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 need to complete this sheet. Instead please attach a copy of your reconciled Creditors Ledger.

Supplier Name	Nature of Goods or Service	GST Exclusive Amount	GST	GST Inclusive Amount
Inland Revenue Department	PAYE			
Inland Revenue Department	FBT			
Accident Compensation Corporation	ACC			
TOTAL ACCOUNTS PAYABLE		**$**	**$**	**$**

Trust/Estate Name ________________________________ **FORM C**

Please supply any documentation that was required for the sale or purchase of an asset, e.g. hire purchase agreements, invoices or solicitors statements

ASSETS PURCHASED/SOLD

ASSETS PURCHASED

Date	Asset	New or Used	Cost (incl GST)	How Financed

ASSETS SOLD/TRADED

Date	Asset	Sale Price (incl GST)

ASSETS NO LONGER USED

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

Item Name	Original Cost

FORM D

Rental Schedule

Trust/Estate Name ______________________________

Address of Property ______________________________

Period the property was <u>available</u> for rent From: __________ To: __________

Period the property was rented __________ months / weeks *(delete one)*

Total Rents received (excluding GST if any)

Property Expenses:

Advertising	
Bank Charges	
Body Corporate fees	
Insurance	
Interest	
Lawn & Grounds Maintenance	
Legal Fees	
Loan Fees	
Mortgage Repayment Insurance	
Property Management Fees	
Rates and Water Rates	
Repairs and Maintenance	
Telephone expenses	
Travel Expenses	
Valuation Fees (for financing)	
Other Expenses (provide details if amount is significant)	

Please attach or include with your information:

- Total Kilometres traveled for rental property purposes and cc rating of your vehicle
- Solicitor's settlement statements for property purchased and/or sold during the year
- Invoices for assets purchased or sold during the year
- Property Management statements
- Independent or Government Valuations of property purchased during the year
- Loan/Mortgage statements
- Copies of invoices for legal fees
- Invoices for repairs over $500
- Chattels Valuation (if available)

*Please list totals of the income and expenses for the year above **<u>OR</u>** provide copies of your rental bank account statements and details of all deposits and withdrawals for the year.*