

2017 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 (<i>above</i>)	Page 1	Compulsory
Authority	Page 2	Compulsory
Trust/Estate Information Checklist	Page 3 – 6	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 agree to the UHY Haines Norton (Auckland) Limited Terms of Engagement and Terms of Trade dated March 2016 found on the UHY Haines Norton (Auckland) Limited website, www.uhyhn.co.nz.
- 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, Employers, Bank or other financial institution and we hereby also authorise our Solicitor, Advisor, Employers, 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 of issue, you may assume that we have signed the returns and you may file them with the Inland Revenue Department.
- 8 We give UHY Haines Norton (Auckland) Ltd full authority to access and change information from the ACC through ACC Online and/or directly with ACC staff.

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) <u>If yes</u> , please complete our <i>Business Checklist</i> instead and complete only questions 16, 17, 18, 22, 23, 24, 25 and 26 of this questionnaire.	Yes	No
2	Bank Records Does the Trust/Estate have a bank account? <u>If yes</u> , please provide the following <ul style="list-style-type: none"> Bank statements for the year for all accounts, covering the full year. Cheque butts and deposits books, fully detailed. Details of any electronic transactions. Details of any unpresented cheques at balance date. Details of any uncleared deposits at balance date. Cheque number of the last cheque written for the year. 	Yes Yes Yes Yes Yes No. _____	No N/A N/A N/A N/A N/A
3	Accounts Receivable Did the Trust/Estate have any accounts receivable as at balance date? (Money owing to the Trust/Estate) <u>If yes</u> , please provide details on Form A (attached) and record total here \$.....	Yes	No
4	Accounts Payable Did the Trust/Estate have accounts payable as at balance date? (Money owed by the Trust/Estate to others.) <u>If yes</u> , please provide details on Form B (attached) and record total here \$.....	Yes	No
5	Goods & Services Tax (GST) Are you registered for GST? <u>If yes</u> , and we do not prepare your GST returns please provide - <ul style="list-style-type: none"> A copy of all GST returns for the year. A copy of all workings to support your GST returns. 	Yes Yes Yes	No
6	Sale / Purchase of Assets Did the Trust/Estate buy, sell, or stop using any assets in the past year? <u>If yes</u> , complete Form C (attached). Also include the following <ul style="list-style-type: none"> Copies of the invoices for each item purchased. Copies of hire purchase agreements. Solicitors statements. If registered, has the GST on asset sales, asset purchases and changes in use been shown in GST returns?	Yes Yes Yes Yes Yes	No N/A N/A N/A No
7	Investments/Term Deposits Does the Trust/Estate have any investments or term deposits? <u>If yes</u> , please provide the following <ul style="list-style-type: none"> Statement showing the term deposit & interest rate at balance date. Details of shares held, i.e. company name and number of shares. Details of share portfolios. 	Yes Yes Yes Yes	No N/A N/A N/A
8	Loans / Hire Purchases Does the Trust/Estate have loans, hire purchase or lease agreements? <u>If yes</u> , please provide the following, where applicable <ul style="list-style-type: none"> Confirmation of loan balances as at balance date. Loan account statements, if available. Documentation of any new loan or hire purchase agreements. Documentation of any loans or HP repaid or refinanced. Details of the security for each loan. Details of the lease agreements. 	Yes Yes Yes Yes Yes Yes	No N/A N/A N/A N/A N/A

9	Interest & Dividends Did the Trust/Estate receive interest and/or dividends during the year? <u>If yes</u> , please provide - <ul style="list-style-type: none"> 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 <i>(If your total investments exceed \$1 million or your investment earnings were \$100,000 or more, please provide details of all your investments including dates invested, rates of interest & interest payment dates).</i> 	Yes Yes Yes Yes	No N/A N/A N/A
10	Rental Income Did the Trust/Estate receive any lease or rental income, from a Property, Boat or Aircraft? <u>If yes</u> , please complete separate rental schedules for each asset (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. <i>E.g.. Assets sold, insurance proceeds, transfers from other bank accounts, tax refunds, GST refunds, loans received, private savings, special one-off lease payments received etc</i>	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 receive any gifts make any distributions or have any legal transactions during the year? <u>If yes</u> , please provide the following <ul style="list-style-type: none"> Copies of all solicitors statements and documentation. Copies of any deed of gift and acknowledgement of gift. Copies of any deed of acknowledgement of debt. 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. Details of any amounts distributed to beneficiaries. 	Yes Yes Yes Yes Yes Yes Yes	No N/A N/A N/A N/A N/A N/A

24	Beneficiaries Please provide the names and birthdates of all current known Beneficiaries. <table border="1" data-bbox="164 129 1375 275"> <thead> <tr> <th data-bbox="164 129 1082 163">Name</th> <th data-bbox="1082 129 1375 163">Birthdate</th> </tr> </thead> <tbody> <tr> <td data-bbox="164 163 1082 203"></td> <td data-bbox="1082 163 1375 203"></td> </tr> <tr> <td data-bbox="164 203 1082 244"></td> <td data-bbox="1082 203 1375 244"></td> </tr> <tr> <td data-bbox="164 244 1082 275"></td> <td data-bbox="1082 244 1375 275"></td> </tr> </tbody> </table>			Name	Birthdate						
Name	Birthdate										
25	Deemed Settlers Has anyone provided goods or services to the Trust/Estate at below Market Value? <u>If yes</u> , please provide the following: <ul style="list-style-type: none"> • Name and address of the person. • Details of what was given for less than Market Value. • For the goods or services provided, the: <ul style="list-style-type: none"> - Market Value \$ _____ - The consideration paid by the Trust/Estate \$ _____ - Date of the transaction 	Yes	No								
26	Emigrating Settlers Have any of the settlers (named on trust deed(s) or deemed Settlers) emigrated from New Zealand? <u>If yes</u> , please provide the following: <ul style="list-style-type: none"> • Name of the settlor. • Date they left New Zealand permanently. • New address 	Yes	No								



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

FORM A

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 "Nature of Goods or Service" 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		\$	\$	\$

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

Rental Schedule

Income

Trust/Estate Name: _____

Address of Asset
(Property/Boat/Aircraft): _____

Period the asset was available for rent From: _____ To: _____

Period the asset was rented _____ months / weeks (*delete one*)

Is the asset a Mixed Use Asset (MUA) e.g. Holiday Home/Boat/Aircraft costing \$50,000 or more?

Yes/No

If yes, please advise:

- | | |
|--|--------------------------|
| 1. Period the asset was used for <u>private use</u> by you or family
Even if fair rental was paid | _____ Days |
| 2. Period the asset was rented out to others at below 80% of
Market Value Rental | _____ Days |
| 3. Period the asset was rented out at Market Value Rental | _____ Days |
| 4. Period the asset was unused | _____ Days |
| TOTAL: | 365 Days
_____ |
| 5. What is the rateable value of the property for council rating purposes? \$ _____ | |

TOTAL RENT RECEIVED:

OR IF A MUA:

- | | |
|---|--|
| (a) Total Market Value Rent received from you or family | |
| (b) Total Market Value Rent received from others | |
| (c) Total Rent received that was below 80% of Market Value Rent | |

NB. If this is a new property, please provide a copy of the Certificate of Title for ownership details.

Please complete details of expenditure on the next page.

Rental Schedule (continued)

Expenditure

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 Refinancing

Other Expenses (provide details if amount is significant)

Please attach or include with your information:

- Total Kilometres travelled 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
- Special one-off payments made to tenants in respect of a lease.

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