

Cabral Business Solutions Limited 2009 Trust/Estate Questionnaire

Update of Details

Trust/Estate Name	_____
Postal Address	_____
Physical Address	_____
Email Address	_____
Home Phone	_____ Fax _____
Work Phone	_____ Mobile _____
Bank account where you would like refunds deposited	
Name of Account	_____ Account Number _____

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 financial accounts.
- Minimise the queries from us during the preparation of your financial accounts.
- Ensure we can complete your financial accounts in a timely manner.
- It also helps us meet the quality control standards

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 of Details (<i>above</i>)	Page 1	Compulsory
Authority	Page 2	Compulsory
Terms of Engagement Confirmation	Page 3	Compulsory
Trust/Estate Information Checklist	Pages 4 – 9	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 Authorisations on pages 2 - 3 as we are unable to start work until these have been signed by you.



Trust Information Checklist:

Authorisation:

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

- 1) We confirm that the information supplied to you is accurate and complete in all respects.
- 2) We hereby authorise Cabral Business Solutions Limited 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.
- 3) We confirm for the purposes of the Privacy Act 1993 that the information contained in this questionnaire has been provided to Cabral Business Solutions Limited to enable them to fully advise and assist us in the management of our financial affairs and authorise Cabral Business Solutions Limited 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.
- 4) We authorise Cabral Business Solutions Limited 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, including authority to access client linking services.
- 5) 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.
- 6) 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.
- 7) We confirm Cabral Business Solutions Limited's responsibilities are restricted to the analysis of the information we provided and the accuracy and completeness of the information. We are ultimately responsible for the provided information and any penalties and/or interest incurred by the Inland Revenue Department which results from omission and/or ambiguity of the information is our responsibility.

Signed: _____

Date: _____

For: _____
Client Name



Name and Position of Person Signing

Terms of Engagement Confirmation

Name	_____
IRD Number	_____
Address	_____
Phone	_____
Email	_____

I accept responsibility for the accuracy and the completeness of the information supplied to Cabral Business Solutions Limited which is used in the preparation of the Financial Statements. Cabral Business Solutions Limited is not to complete an audit or undertake a detailed review of my/our business affairs in order to substantiate the accuracy of the information, and therefore Cabral Business Solutions Limited is not to provide any assurance on the Financial Statements. I understand the work cannot be relied on to detect error and fraud and that I accept responsibility for the accuracy and completeness of the information supplied to Cabral Business Solutions Limited and that Cabral Business Solutions Limited or their agents will not be liable for any losses, claims, and/or demands by any third party resulting from this engagement.

I request that Cabral Business Solutions Limited compile my/our financial year end accounts and related income tax return(s) from the information that I have supplied. I have included income from all sources. I accept responsibility for any additional tax, penalties, and/or use of money interest imposed (by way of audit activity or otherwise) by the Inland Revenue Department resulting from information used to compile returns by Cabral Business Solutions Limited.

I accept that I have primary responsibility for meeting my/our tax obligations. These obligations include keeping the required records, ensuring tax returns are true and correct, filing my/our tax returns on time and meeting my tax payment obligations. I accept that considerable uncertainty can arise when applying tax law to specific situations and Cabral Business Solutions Limited cannot guarantee their advice will be accepted by the Inland Revenue Department.

I also give Cabral Business Solutions Limited full authority to contact my/our Bank, lawyer, WINZ, ACC and the Inland Revenue Department for any purposes relating to my/our affairs. This authority also applies for the Client Linking System with the Inland Revenue Department and Cabral Business Solutions Limited as tax agent for all tax types. I acknowledge that this information would not otherwise be available due to the Privacy Act restrictions, but I give full authority for this statement to be used as written confirmation of my/our agreement for Cabral Business Solutions Limited obtaining information from the Bank, lawyer, WINZ, ACC and the Inland Revenue Department which includes online services and Info Express for the above mentioned purposes.

I confirm the above authorisations and conditions of appointment and agree with the terms of the assignment as summarised above.

Authorised Signature(s) _____ Date _____

_____ Date _____

Business Information Checklist:

1	<p>Trust/Estate Activities Did the Trust/Estate carry on a Business during the financial year? (excluding rental property investment)</p> <p>If yes, please complete our Business Checklist instead and do not complete this questionnaire any further.</p>	Yes	No
2	<p>Bank Records If you have no accounting package or cashbook please provide -</p> <ul style="list-style-type: none"> • Bank statements for the year for all business accounts, covering the full year and in date sequence. • Cheque butts and deposits books, fully detailed. • Details of any electronic transactions not detailed in your cashbook. • 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. _____ 	<p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p>	<p>N/A</p> <p>N/A</p> <p>N/A</p> <p>N/A</p> <p>N/A</p>
3	<p>Accounts Receivable Did the Trust/Estate have any accounts receivable as at your balance date? (Money owing to you.)</p> <p>If yes, complete Form A (attached). Put the total here. \$ _____</p>	Yes	No
4	<p>Accounts Payable Does the Trust/Estate have any accounts payable as at your balance date? (Money you owe to others)</p> <p>If yes, complete Form B (attached). Put the total here. \$ _____</p>	Yes	No
5	<p>Sale / Purchase of Assets Did the Trust/Estate sell, purchase or stop using any assets in your business in the past year?</p> <p>If yes, complete Form C (attached). Also include the following</p> <ul style="list-style-type: none"> • Copies of the invoices for each item purchased. • Copies of hire purchase agreements. • Solicitors statements including tax invoice. • Sale and purchase agreements. <p>If you prepare your own GST returns has GST been accounted for on all assets purchased or sold and on any insurance claim recoveries?</p>	<p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p>	<p>No</p> <p>No</p>
6	<p>Investments/Term deposits Has the Trust/Estate made or disposed of any investments/term deposits during the year?</p> <p>If yes, please provide details on a separate sheet.</p>	Yes	No

7	<p>Loans / Hire Purchases</p> <p>Did the Trust/Estate have loans, hire purchase or lease agreements? If yes, please provide -</p> <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. 	<p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p>	No
8	<p>Legal Documents/Gifting</p> <p>Did the Trust/Estate make or receive any gifts or have any other legal transactions during the year?</p> <p>If yes, please provide the following:</p> <ul style="list-style-type: none"> • Copies of all solicitors statements. • Copies of all gift statements or debt acknowledgements. 	<p>Yes</p>	No
9	<p>Interest & Dividends</p> <p>Did you receive interest and/or dividends during the year? If yes, please provide -</p> <ul style="list-style-type: none"> • A copy of all Resident Withholding Tax certificates received. • A copy of all Dividend statements received. 	<p>Yes</p> <p>Yes</p> <p>Yes</p>	No
10	<p>Rental Income</p> <p>Did you receive any rental income? If yes, please complete the rental schedule on Form D (attached).</p>	<p>Yes</p>	No
11	<p>Other Income</p> <p>Did the Trust/Estate receive any dividend income during the year? If yes, please provide interest advice notices and withholding tax.</p>	<p>Yes</p>	No
12	<p>Income Banked</p> <p>Has all your Trust/Estate income been deposited into the Trust/Estate bank account?</p> <p>If no, please provide details on a separate sheet with the date, amount including GST and details of the items not deposited.</p>	<p>Yes</p>	No
13	<p>Non Income Deposits</p> <p>Were all deposits in your Trust/Estate bank accounts from income?</p> <p>If no, if these are not analysed in your cashbook please mark the bank statements clearly OR list details on a separate sheet. <i>E.g.. Sale of Assets, legacies, insurance claims received, transfers from other bank accounts, tax of GST refunds, interest on GST refunds, loans received, Labour Department Subsidies etc.</i></p>	<p>Yes</p>	No
14	<p>Motor Vehicle Usage</p> <p>Was a private vehicle used for trust business?</p> <p>If yes, Please provide the mileage for the year (supported by a logbook if possible) and cc rating of your vehicle</p>	<p>Yes</p> <p>_____ km</p> <p>_____ cc</p>	No

15	<p>Expenses Paid Privately Have any Trust/Estate expenses been paid from your personal funds and not been reimbursed by the Trust/Estate?</p> <p>If yes, please provide details on a separate sheet with the date, the amount including GST and details of the items.</p>	Yes	No
16	<p>Trust/Estate Distributions Has there been any Distribution from the Trust/Estate to a beneficiary during the year (including non-natural persons such as companies or other trusts?)</p> <p>If yes, please provide documentation on a separate sheet.</p>	Yes	No
17	<p>Overseas Investments Did the Trust/Estate have any overseas investments during the year?</p> <p>Did the Trust/Estate have any overseas investments worth more than \$50,000 NZ during the year?</p> <p>If yes, please provide full details including copies of all investment statements, income statements, prospectuses, and other correspondence</p>	Yes	No
18	<p>Land Transactions Did the Estate/Trust buy or sell land during the year?</p> <p>If yes, please provide details on a separate sheet . We require sale & purchase agreements, solicitor's statement (including tax), solicitors invoice (including tax), ratings and valuations, and a statement as to any restrictions on asset.</p>	Yes	No
19	<p>Share Trading Did the Trust/Estate buy or sell shares regularly during the year?</p> <p>If yes, please provide details on a separate sheet.</p>	Yes	No

20	<p>Financial Arrangements Did the Trust/Estate have any of the following?</p> <ul style="list-style-type: none"> • 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 <p>If yes, please provide details on a separate sheet.</p>	Yes	No
21	<p>Trust Legal Information During the year:</p> <ul style="list-style-type: none"> • Have any of the trustees/beneficiaries changed? • Were there any resettlements/variations made to the trust deed? • Were any assets or investments purchased or transferred from the Settlor to the trust? • Were there any capital or income distributions to the beneficiaries during the year? • Have any major transactions/events occurred during the year? • Has there been any distribution from the Trust to a beneficiary that is not a natural person (e.g.; a Company or other Trust or Charity) • For new trusts we will require copies of trusts deed <p><i>If you have answered yes to any of the above please supply details on a separate sheet.</i></p>	Yes Yes Yes Yes Yes Yes Yes	No No No No No No No
22	<p>Other Matters we should be aware of Are there any other matters we should be aware of? If yes, please provide details, on a separate sheet if necessary. Such as post balance date events which would significantly alter the nature of the financial statements being prepared.</p>	Yes	No
23	<p>Beneficiaries: Please provide Full Names, Date of Birth and IRD number for all Beneficiaries on a separate sheet.</p>		
24	<p>Trustees Please provide the full names of all current Trustees/Executors on a separate sheet.</p>		

Thank you for taking the time to complete this questionnaire.



Trust/Estate Name: _____
ACCOUNTS PAYABLE (Creditors)

FORM B

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. 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.

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			
TOTAL ACCOUNTS PAYABLE		\$	\$	\$



ASSETS PURCHASED/SOLD

FORM C

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

CHECKLIST

		How Many Accounts?	Completed
1	Bank reconciliation and bank statements for all accounts as at balance date		<input type="checkbox"/>
2	Loan reconciliation and loan statements for all loans as at balance date		<input type="checkbox"/>
3	Hire Purchase statements as at balance date		<input type="checkbox"/>
4	Investment statements as at balance date		<input type="checkbox"/>
5	Credit card statements for business accounts as at balance date		<input type="checkbox"/>
6	A Balance Sheet and Profit & Loss Statement as at balance date		<input type="checkbox"/>
7	Reconciled Accounts Receivable summary as at balance date		<input type="checkbox"/>
8	Reconciled Accounts Payable summary as at balance date		<input type="checkbox"/>
9	Details of unrepresented cheques		<input type="checkbox"/>
10	Details of undeposited cheques		<input type="checkbox"/>
11	Stock on Hand summary as at balance date. GST exclusive		<input type="checkbox"/>
12	Wages book / PAYE filed with IRD (if applicable)		<input type="checkbox"/>
13	GST returns for the year. Copy of all workings to support your GST returns		<input type="checkbox"/>
14	Home Office work paper		<input type="checkbox"/>
15	Assets Purchased / Sold / No longer in use work papers		<input type="checkbox"/>
16	Rental summary (if applicable)		<input type="checkbox"/>
17	Motor vehicle expenses table completed		<input type="checkbox"/>
18	Details of expenses paid privately		<input type="checkbox"/>

Please include the following:

If you use an accounting package:

		Completed
1	Backup disc for financial year, password and version of software	<input type="checkbox"/>
2	Annual detailed General Ledger (transaction listing by account)	<input type="checkbox"/>
3	Annual trial balance as at balance date	<input type="checkbox"/>
4	A Balance Sheet and Profit & Loss Statement as at balance date	<input type="checkbox"/>

If you use a cashbook:

		Completed
1	Your cashbook	<input type="checkbox"/>