



Financial Statements Questionnaire for Trust – 31 March 2018

Ensure this questionnaire is completed and included with your records

Client Name			
Balance Date:	31 March 2018		
Phone:		Mobile:	
Email:			

To Raynes, Gibson & Matthews Accountants Ltd

Terms of Engagement

I/We hereby instruct you to prepare my/our Financial Statements and Taxation Returns for this year from the information and records I/We have supplied to you. I/We accept responsibility for the accuracy and completeness of all records and information supplied to you.

You are hereby authorised to communicate with my/our bankers, solicitors, finance companies, and any other business that I/We deal with to obtain such information as you require in order to complete the above duties.

Signature: _____

Date: _____

Convenient time to call you is:	
Alternate phone numbers:	
When do you want your accounts completed by?	
All Details have been Provided as Requested	Yes <input type="checkbox"/> No <input type="checkbox"/> (If no please explain)

PLEASE ENSURE YOU HAVE PROVIDED ALL THE INFORMATION REQUIRED TO COMPLETE YOUR FINANCIALS AND TAX RETURNS. LACK OF COMPLETE INFORMATION MAY MEAN AN INCREASE IN FEES AS WE NEED TO FOLLOW UP FOR MORE INFORMATION.

Records Required	<input checked="" type="checkbox"/>	Comment
Bank Statements, Cheque butts, Cash books, etc		
<p>Where no Cashbook is supplied, please provide details up to 31/03/2018</p> <ul style="list-style-type: none"> • Bank statements including any savings account or term deposit <input type="checkbox"/> • Detail what each transaction is for <input type="checkbox"/> • Cheque & Deposit butts showing the nature of each payment/deposit <input type="checkbox"/> • Receipt books. Make sure any items not for business sales are clearly marked <input type="checkbox"/> <p>Where you supply a written Cashbook, please provide up to 31/03/2018</p> <ul style="list-style-type: none"> • Suppliers' invoices filed in cheque number order <input type="checkbox"/> • Cashbook, written up, analysed and reconciled to the bank statements monthly <input type="checkbox"/> <p>Where you supply a computerised Cashbook, please provide:</p> <ul style="list-style-type: none"> • Backup disk as at the end of financial year or email files to us <input type="checkbox"/> • Copy of Bank Reconciliation as at balance date for all bank accounts <input type="checkbox"/> • Final Bank Statement for year for all bank accounts <input type="checkbox"/> • Transaction Listing for Accounts Payable and Accounts Receivable as at balance date <input type="checkbox"/> <p>Note: Please make sure to include a copy of your bank statements including any savings, call or term deposit account dated 31 March 2018 or spanning this date.</p>	<p>Note: If you are using Banklink please move to Loan Statements</p>	
<p>Loan Statements – All loans need to be reconciled for Interest and Principal repayments (Please contact your lender for the relevant paperwork)</p>		
Provide <u>a copy of all loan transaction statements</u> for the financial year up to your balance date to support any loan balances/interest paid.	<input type="checkbox"/>	
Goods & Services Tax (GST) Returns (if GST returns have not been prepared by us)		
Supply copies of Goods & Services Tax (GST) returns and work papers	<input type="checkbox"/>	
Interest and Dividend Certificates		
Supply copies of certificates.	<input type="checkbox"/>	
Accounts Receivable (Debtors) – see attached Schedule 1		
<p>All accounts or amounts owed to you at balance date should be scheduled. Exclude any bad debts.</p> <p>Bad debts must be written off prior to balance date.</p>	<input type="checkbox"/>	<p>Total at Balance Sheet Date: \$ _____ (GST Inclusive)</p>
Accounts Payable (Creditors) – see attached Schedule 2		
<p>All accounts or amounts owed by you at balance date should be scheduled indicating name of creditor, amount and what the debt is for. Alternatively, mark on cheque butts or highlight in cash book those items in the month following your balance date, which should be included. Holiday pay or bonuses paid within 63 days of your balance date may be included.</p>	<input type="checkbox"/>	<p>Total at Balance Sheet Date: \$ _____ (GST Inclusive)</p>
Unpresented Cheques – see attached Schedule 3		
<p>Cheques that are written prior to and yet to be presented after balance date should be scheduled indicating name of Payee, amount and what the cheque is for.</p>	<input type="checkbox"/>	<p>Total at Balance Sheet Date: \$ _____ (GST Inclusive)</p>

Records Required	<input checked="" type="checkbox"/>	Comment
Capital Expenditure - see attached Schedule 4		
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 Review last year's Asset and Depreciation Schedule from last year's financial statement and indicate any assets that no longer exist	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
Legal and Loan Documents		
Please attach any solicitor's statements and Sale and Purchase Agreements relating to any legal transactions during the year. Please also include statements and agreements relating to any mortgages, hire purchase, leases or loans. Please include a copy of your latest Rateable Valuation for any properties you own.	<input type="checkbox"/>	
Business Expenses		
There are a number of invoices that we specifically require. Please ensure the records you provide us with include all paid accounts for: <ul style="list-style-type: none"> • Insurance premiums • Legal fees • ACC payments and arrangements • Invoices related to importing (Clear Customs) 	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
Forgiveness of Debt and Gifting Programme		
If the Trust has forgiveness and debt and gifting programme, please attach copies of the document from your solicitor if the gifting programme was not prepared by us.	<input type="checkbox"/>	Date of Gift __ / __ / ____
Major Transactions		
Please provide a list of any major transactions that have occurred during the Financial Year that affect the Trust. For example: Were there any loans made by the trust to Beneficiaries or Third Parties? If so, please attach documents containing details of those loan(s). Did the trust make any distributions to the beneficiaries during the period? If so, please attach documents containing details of the distributions.	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
Other information if not supplied before		
Trust Deed. please provide copy. Trust Minutes (Any formal decisions made by the Trustees in writing). Solicitors Correspondence. Any other correspondence from your solicitor regarding the trust not stated above.	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<hr/> <hr/> <hr/> <hr/>

**Thank you for completing this questionnaire
Don't forget to sign it**

Schedule 1 – Accounts Receivable (Debtors)
Amounts owed to you as at 31 March 2018

Name of Debtor	Description of sale (specify any zero rated sale)	Inv Date	Total Amount	GST Applies	Date Payment Received
				<input type="checkbox"/>	
				<input type="checkbox"/>	
				<input type="checkbox"/>	
				<input type="checkbox"/>	
				<input type="checkbox"/>	
				<input type="checkbox"/>	
				<input type="checkbox"/>	
				<input type="checkbox"/>	

Total Accounts Receivable (GST Inclusive)	\$
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Schedule 2 – Accounts Payable (Creditors)
Amounts owed by you as at 31 March 2018

Name of Creditor	Description of Purchase (specify any exempt purchases)	Inv Date	Total Amount	GST Applies	Date Payment Made
				<input type="checkbox"/>	
				<input type="checkbox"/>	
				<input type="checkbox"/>	
				<input type="checkbox"/>	
				<input type="checkbox"/>	
				<input type="checkbox"/>	
				<input type="checkbox"/>	
				<input type="checkbox"/>	

Total Accounts Payable (GST Inclusive)	\$
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Schedule 3 – Unpresented Cheques As at 31 March 2018

Name of Payee	Description of Cheque <i>(specify any GST exempt cheques)</i>	Chq Ref	Chq Date	Total Amount	GST Applies	Date Cheque Presented
Demo Company	Purchase	100012	15/3/2018	\$100	<input checked="" type="checkbox"/>	15/4/2018
Example above – please enter details below						
					<input type="checkbox"/>	
					<input type="checkbox"/>	
					<input type="checkbox"/>	
					<input type="checkbox"/>	
					<input type="checkbox"/>	
					<input type="checkbox"/>	
					<input type="checkbox"/>	
					<input type="checkbox"/>	

Total Unpresented Cheques (GST Inclusive)	\$
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Schedule 4 – Asset Purchases/Sales As at 31 March 2018

Name:	
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Purchases				
Date	Asset Description	New/Used	Price (incl GST)	Paid for by
<i>Example Only - (Put your purchases below the shaded line)</i>				
20 November 2017	iPhone 6	New	1,000.00	Cash
31 January 2018	BMW Car (Regn: BMW001)	Used	25,000.00	Hire Purchase
Note: Please attach copies of Hire purchase / Finance forms				
Sales of Assets and Disposal of Assets no longer used / damaged (Please check previous year's asset register and advise)				
Date of Sale	Asset Sold/ Disposed of	Amount (Incl GST)	Trade/ Cash / Other	