



31 MARCH 2011 TRUST CHECKLIST

TRUST NAME: _____ **Contact Phone No:** _____

Email Address: _____

Please answer ALL questions. Where lists of information are required use back of the form or attach a separate schedule. If you require any assistance, please give us a call.

Tick
or N/A

<p>1. BANK STATEMENTS AND/OR CASHBOOK: If the Trust operates a bank account please provide the bank statements and cheque books for the year plus April 2011. Check that none are missing. Please provide details of new automatic payments/direct debits.</p>																															
<p>2. INTEREST: If the Trust receives interest income please provide copies of the interest certificates and investment balance details at year end.</p>																															
<p>3. DIVIDENDS: If the Trust has shares in Public Companies we will need copies of originals of every piece of paper they send you, e.g. dividend advice slips, shares in lieu of dividend, bonus issues, cash issues, takeover advice etc.</p>																															
<p>4. PURCHASE OR SALE OF INVESTMENTS: If the Trust has brought or sold interest bearing stock or shares during the year please provide details.</p>																															
<p>5. LOAN DETAILS: Details of any money borrowed from 1/4/10 to 31/3/11 and loan balances at 31 March 2011.</p>																															
<p>6. GIFTING: Has the trust received any gifts during the year? Please provide copies of the gifting statements.</p>																															
<p>7. FINANCE COMPANY BORROWINGS: Copies of Hire Purchase and Loan agreements.</p>																															
<p>8. ACCOUNTS PAYABLE: A list of any goods or services you bought in March 2011 or earlier, but did not pay for until April 2010 or later</p> <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left; border-bottom: 1px solid black;">Name</th> <th style="text-align: left; border-bottom: 1px solid black;">Particulars</th> <th style="text-align: left; border-bottom: 1px solid black;">Amount including GST</th> </tr> </thead> <tbody> <tr><td>.....</td><td>.....</td><td>\$.....</td></tr> <tr><td>.....</td><td>.....</td><td>\$.....</td></tr> <tr><td>.....</td><td>.....</td><td>\$.....</td></tr> <tr><td>.....</td><td>.....</td><td>\$.....</td></tr> <tr><td>.....</td><td>.....</td><td>\$.....</td></tr> <tr><td>.....</td><td>.....</td><td>\$.....</td></tr> <tr><td>.....</td><td>.....</td><td>\$.....</td></tr> <tr><td>.....</td><td>.....</td><td>\$.....</td></tr> <tr><td>.....</td><td>.....</td><td>\$.....</td></tr> </tbody> </table> <p style="text-align: center;">(Please attach a separate list if insufficient space here)</p>	Name	Particulars	Amount including GST	\$.....	\$.....	\$.....	\$.....	\$.....	\$.....	\$.....	\$.....	\$.....	
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<p>9. TRUSTEES: Has there been any change in trustees during the year. If so please provide details and a list of the current trustees.</p>																															

<p>10. BENEFICIARY: has any money been given/advanced to a beneficiary during the year. Please provide details.</p>																																																															
<p>11. ASSETS: Have any assets been introduced into the Trust during the year for no consideration. Please provide details</p>																																																															
<p>12. FIXED ASSET CHANGES: Details of cost, selling price and trade-in value of any fixed assets bought, sold or traded in from 1/4/10 to 31/3/11. This is all assets over \$500.</p> <p>PURCHASED</p> <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">Date</th> <th style="text-align: left;">New (N) Used (U)</th> <th style="text-align: left;">Description</th> <th style="text-align: left;">Price Including GST</th> <th style="text-align: left;">Asset Traded (if any)</th> <th style="text-align: left;">Value Incl. GST</th> </tr> </thead> <tbody> <tr> <td>.....()</td> <td></td> <td>.....</td> <td>\$.....</td> <td>.....</td> <td>\$.....</td> </tr> <tr> <td>.....()</td> <td></td> <td>.....</td> <td>\$.....</td> <td>.....</td> <td>\$.....</td> </tr> <tr> <td>.....()</td> <td></td> <td>.....</td> <td>\$.....</td> <td>.....</td> <td>\$.....</td> </tr> <tr> <td>.....()</td> <td></td> <td>.....</td> <td>\$.....</td> <td>.....</td> <td>\$.....</td> </tr> <tr> <td>.....()</td> <td></td> <td>.....</td> <td>\$.....</td> <td>.....</td> <td>\$.....</td> </tr> <tr> <td>.....()</td> <td></td> <td>.....</td> <td>\$.....</td> <td>.....</td> <td>\$.....</td> </tr> </tbody> </table> <p>SOLD (excluding trade-ins included above)</p> <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">Date</th> <th style="text-align: left;">Description</th> <th style="text-align: left;">Price Including GST</th> <th style="text-align: left;">Tick if Scrapped</th> </tr> </thead> <tbody> <tr> <td>.....</td> <td>.....</td> <td>\$.....</td> <td>.....</td> </tr> <tr> <td>.....</td> <td>.....</td> <td>\$.....</td> <td>.....</td> </tr> <tr> <td>.....</td> <td>.....</td> <td>\$.....</td> <td>.....</td> </tr> <tr> <td>.....</td> <td>.....</td> <td>\$.....</td> <td>.....</td> </tr> </tbody> </table>	Date	New (N) Used (U)	Description	Price Including GST	Asset Traded (if any)	Value Incl. GST()		\$.....	\$.....()		\$.....	\$.....()		\$.....	\$.....()		\$.....	\$.....()		\$.....	\$.....()		\$.....	\$.....	Date	Description	Price Including GST	Tick if Scrapped	\$.....	\$.....	\$.....	\$.....	
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<p>13. ADVANCES: Have any cash advances been made to the Trust during the year. Please provide details.</p>																																																															
<p>14. LEGAL FEES: Copies of all solicitors statements.</p>																																																															
<p>15. BENEFICIARIES: Are any of the beneficiaries who are to receive income from the Trust under the age of 16 at 31 March 2011?</p>																																																															
<p>16. RENTAL POPERTY: Does the Trust operate an investment property. If so please complete a RENTAL PROPERTY QUESTIONNAIRE for each property.</p>																																																															
<p>17. TERMS OF ENGAGEMENT: Please sign enclosed Terms of Engagement and return with papers.</p>																																																															

TERMS OF ENGAGEMENT

I understand the Annual Report will be prepared in accordance with generally accepted accounting practice and will be either a General or Special Purpose Report.

I accept responsibility for the accuracy and completeness of the information supplied, which is to be used in the preparation of the Annual Report. You are not to complete an audit, nor do I wish you to undertake a detailed review of my affairs in order to substantiate the accuracy of the information, and therefore you are unable to provide assurance on the financial statements. I understand your work cannot be relied on to detect error, internal control weaknesses or fraud and that you accept no liability for the accuracy and completeness of the information supplied by me. I further understand that the financial statements will be prepared at my request and for my purposes only and that you will not be liable for any losses, claims or demands by a third party. The financial statements will be prepared in accordance with generally accepted accounting practice in New Zealand.

I acknowledge that invoices issued by you are payable by the 20th of the month following the date of invoice unless a special arrangement has been made with you. I agree to accept liability for your fees arising from those services we have asked you to undertake. I also agree that if for any reason my account remains unpaid at the time of a tax refund being obtained you have authority to deduct any amounts still owing to you for completion of my accounts before forwarding the balance.

I also acknowledge that it is my responsibility to ensure that all tax is paid by due date and if not that I am responsible for any penalties that may be incurred. I am aware that you will endeavour to remind me of any tax payable before the due date.

I also give you full authority to contact my Bank, the Inland Revenue Department, and other persons, for the purposes of obtaining information necessary to complete my returns of income and financial statements. I acknowledge that this information would not otherwise be available due to the Privacy Act restrictions but I give my full authority for this statement to be used as written confirmation of our agreement to your obtaining information from the Bank, the Inland Revenue Department, and any other persons for the above-mentioned purposes.

I also acknowledge that you, as a professional accounting practice, are subject to a practice review by the New Zealand Institute of Chartered Accountants. This requires that, from time to time, internal auditors within the Institute will review your files to ensure the quality of the work performed is up to the standard required. I give my full authority to allow these internal auditors access to my files on the understanding that this procedure is to review your performance only and not our affairs. I further understand that no copies of our records will be taken.

Signed

..... Date

on behalf of

.....

Client Name