

# 31 MARCH 2015 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><b>1. BANK STATEMENTS AND/OR CASHBOOK:</b> If the Trust operates a bank account please provide the bank statements and cheque books for the year <b>plus April 2015</b>. <b>Check that none are missing.</b> Please provide details of new automatic payments/direct debits.</p> <p><b>COMPUTER USER:</b> Please provide access if system is on the cloud or provide copies of Trial Balance and General Ledger Transaction report for the full year.</p>																															
<p><b>2. INTEREST:</b> If the Trust receives interest income please provide copies of the interest certificates and investment balance details at year end.</p>																															
<p><b>3. DIVIDENDS:</b> 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><b>4. PURCHASE OR SALE OF INVESTMENTS:</b> If the Trust has brought or sold interest bearing stock or shares during the year please provide details.</p>																															
<p><b>5. LOAN DETAILS:</b> Details of any money borrowed from 1/4/14 to 31/3/15 and loan balances at 31 March 2015.</p>																															
<p><b>6. GIFTING:</b> Has the trust received any gifts during the year? Please provide copies of the gifting statements.</p>																															
<p><b>7. FINANCE COMPANY BORROWINGS:</b> Copies of Hire Purchase and Loan agreements.</p>																															
<p><b>8. ACCOUNTS PAYABLE:</b> A list of any goods or services you bought in March 2015 or earlier, but did not pay for until <u>April 2015</u> or later</p> <table border="1"> <thead> <tr> <th>Name</th> <th>Particulars</th> <th>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>(Please attach a separate list if insufficient space here)</p>	Name	Particulars	Amount including GST	.....	.....	\$.....	.....	.....	\$.....	.....	.....	\$.....	.....	.....	\$.....	.....	.....	\$.....	.....	.....	\$.....	.....	.....	\$.....	.....	.....	\$.....	.....	.....	\$.....	
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<p><b>9. TRUSTEES:</b> Has there been any change in trustees during the year? If so please provide details and a list of the current trustees.</p>																															

<b>10. BENEFICIARY:</b> has any money been given/advanced to a beneficiary during the year? Please provide details.																																									
<b>11. GST:</b> If the Trust is registered for GST please provide copies of returns and work papers.																																									
<b>12. ASSETS:</b> Have any assets been introduced into the Trust during the year for no consideration? Please provide details.																																									
<b>13. FIXED ASSET CHANGES:</b> Copies of invoices and/or documents for any fixed assets bought, sold or traded in from 1/4/14 to 31/3/15. This is all assets over \$500.  <b>PURCHASED</b> <table border="0"> <thead> <tr> <th>Date</th> <th>New (N) Used (U)</th> <th>Description</th> <th>Price Including GST</th> <th>Asset Traded (if any)</th> <th>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> </tbody> </table> <b>SOLD (excluding trade-ins included above)</b> <table border="0"> <thead> <tr> <th>Date</th> <th>Description</th> <th>Price Including GST</th> <th>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> </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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<b>14. ADVANCES:</b> Have any cash advances been made to the Trust during the year? Please provide details.																																									
<b>15. LEGAL FEES:</b> Copies of all solicitors statements.																																									
<b>16. BENEFICIARIES:</b> Are any of the beneficiaries who are to receive income from the Trust under the age of 16 at 31 March 2015?																																									
<b>17. RENTAL PROPERTY:</b> Does the Trust operate an investment property? If so please complete a RENTAL PROPERTY SUPPLEMENT for each property.																																									
<b>1. TERMS OF ENGAGEMENT:</b> I have read the "Accounting Terms of Engagement" as presented on your website and agree to these. Please ask for a printed copy if you cannot access our website.  <a href="http://www.dentheath.co.nz/cms/pages/resources.php">http://www.dentheath.co.nz/cms/pages/resources.php</a>  <div style="display: flex; justify-content: space-between; margin-top: 20px;"> <div>_____</div> <div>_____</div> </div> <div style="display: flex; justify-content: space-between; margin-top: 5px;"> <div>Signed</div> <div>Date</div> </div>																																									