

Financial Statements Questionnaire (Trust) – 31 March 2023

Ensure this questionnaire is completed and included with your records

| | | | |
|-------------|--|--------|--|
| Client Name | | | |
| Phone: | | Email: | |

To: Shore Chartered Accountants Limited

Terms of Engagement

I/We hereby instruct you and staff/contractors as applicable to prepare my/our Financial Statements and Taxation Returns for the year/period ending 31 March 2023. I/We undertake to supply all information necessary to carry out such services and will be responsible for the accuracy and completeness of such information. I/We understand that you will rely upon the information provided by me/us. Your services are not intended to, and accordingly will not result in the expression by you of an opinion on the Financial Statements in so far as third parties are concerned, or in the fulfilling of any statutory audit requirements. I/We understand that during preparation of the Financial Statements and Taxation Returns you will not be specifically investigating non-compliance with laws and regulations – however, should anything come to light of this nature during this process, you will bring that to my/our attention.

I/We understand that the Financial Statements and Taxation Returns are prepared for my/our own use and to determine my/our taxation liabilities. If this should change in any material respect, I/we will inform you immediately. You will not accept any responsibility to any person, other than me/us, for the contents of the Financial Statements.

All other terms and conditions of this engagement are the same as those referred to in the original Engagement Letter I/we signed when I/we became a client.

I/We also accept that you have the right to charge interest on overdue accounts at the rate of 1.5% per month, and that all accounts are due for payment by the 20th of the month following invoice date. The charging of such interest will be at your discretion. I/We accept that any collection costs you incur will be fully recoverable from me/us.

Authority is given to obtain information from Inland Revenue, other government agencies and financial institutions about all tax types (except child support), bank and loan accounts in order to complete the above assignments. This includes obtaining information through all Inland Revenue media and communication channels including electronic ones.

I/We authorise your organisation to act as our agent for ACC levy purposes for all associated entities. This authorisation allows your organisation to query and change information on my/our ACC levy account(s) through ACC staff, and through MyACC for Business. This authority will also allow your organisation's main representative discretion to delegate access to my/our ACC information to other members of your organisation. Other delegated members of your organisation will also be able to query and change information on my/our ACC levy account.

You are to represent me/us as my/our tax agent. All income tax returns will be signed by me/us however you are authorised to sign any other taxation return on behalf of myself/ourselves or any of my/our associated entities.

| Name | IRD Number | Signature | Date |
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| When do you want your accounts completed by? | |
| Has the nature of your business changed in any way during the past 12 months? If yes, please provide brief details | |

| Records Required: | ✓ | Comment: |
|---|--|----------|
| Bank Statements, Cheque butts, Cash books, etc | | |
| <p>Where an online accounting system is used (e.g. Banklink / Xero / MYOB), please provide:</p> <ul style="list-style-type: none"> ▪ Final bank statement for the year for all bank accounts | <input type="checkbox"/> | |
| <p>Where a non cloud based computerised accounting system is used (e.g. MYOB), please provide the following:</p> <ul style="list-style-type: none"> ▪ General Ledger Detailed, General Ledger Summary, Trial Balance, Profit & Loss, Balance Sheet, GST Reconciliation. ▪ Copy of bank reconciliation as at balance date for all bank accounts. ▪ Final bank statement for the year for all bank accounts | <input type="checkbox"/> | |
| <p>Where a Cashbook (computerised / manual) or no system is used, please provide:</p> <ul style="list-style-type: none"> ▪ Cashbook (if one is kept, including one-month past balance date) ▪ Copy of bank reconciliation as at balance date for all bank accounts ▪ Bank statements for the full year for all bank accounts <p>Note: If no cashbook has been kept, please ensure that bank statements include the details of what each deposit and withdrawal was for.</p> | <input type="checkbox"/> | |
| IRD Disclosure requirement information (excluding non-active trusts) | | |
| <p>If not provided already, could you please provide a copy of the trust deed and any amendments made to this.</p> | <input type="checkbox"/> | |
| <p>Please provide the following information for all settlers and beneficiaries of the Trust:</p> <ul style="list-style-type: none"> ▪ Full name ▪ Date of birth or commencement date (for non-individuals) ▪ Jurisdiction of tax residency (if not NZ) ▪ IRD number (or Tax Identification Number for those not resident in NZ) | <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> | |
| <p>Please provide details of any settlements made to the Trust by settlers or any other persons (including those valued at zero)</p> | <input type="checkbox"/> | |
| <p>Please provide details of any distributions made to beneficiaries, including the following:</p> <ul style="list-style-type: none"> ▪ Distributions of accounting income ▪ Distributions of capital, corpus or trust assets ▪ Use of trust property for less than market value ▪ Forgiveness of debt | <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> | |
| <p>If not already provided above, can you please provide the following details of any person who has the power to appoint/dismiss a trustee, add/remove a beneficiary, or to amend the trust deed.</p> <ul style="list-style-type: none"> ▪ Full name ▪ Date of birth or commencement date (for non-individuals) ▪ Jurisdiction of tax residency (if not NZ) ▪ IRD number (or Tax Identification Number for those not resident in NZ) | <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> | |

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| Gifting Programme | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Please advise details of gifts made to your trust during the financial year. If you have copies of the gifting documentation from your solicitor, please attach Please provide any acknowledgement of debts if available. | <input type="checkbox"/> <input type="checkbox"/> | Date of Gift _____ Amount \$ _____ | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Major Transactions | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Please provide a list of any major transactions that have occurred during the financial year that affect the Trust. | <input type="checkbox"/> | _____ _____ | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Rental Property Details | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Please provide us with the addresses of any rental properties you have. Address: _____ Address: _____ Address: _____ | If a property was not rented for a full 12 months, please provide details of why it was vacant. _____ _____ | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Rental Income and Expenditure | | | ✓ | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Please supply bank statements clearly identifying and detailing all transactions that relate to the rental properties OR Please provide details of the following for each rental property. Use a separate sheet if necessary. Income: Total Rent Received \$ _____ Expenses: <table style="width: 100%; border: none;"> <tr> <td style="width: 45%;">Accounting fees</td> <td style="width: 15%;">\$ _____</td> <td style="width: 15%;">Phone</td> <td style="width: 25%;">\$ _____</td> </tr> <tr> <td>Advertising (to rent)</td> <td>\$ _____</td> <td>Power</td> <td>\$ _____</td> </tr> <tr> <td>Bank fees</td> <td>\$ _____</td> <td>Rates</td> <td>\$ _____</td> </tr> <tr> <td>Insurance</td> <td>\$ _____</td> <td colspan="2">(including regional council rates)</td> </tr> <tr> <td>Legal fees</td> <td>\$ _____</td> <td>Repairs and Maintenance</td> <td>\$ _____</td> </tr> <tr> <td>Management fees</td> <td>\$ _____</td> <td colspan="2">(please attach details or invoices)</td> </tr> <tr> <td>Mortgage Interest</td> <td>\$ _____</td> <td>Valuation fees</td> <td>\$ _____</td> </tr> <tr> <td colspan="2">(attach copy of loan summary/statements from bank)</td> <td>Water rates</td> <td>\$ _____</td> </tr> </table> Details of any other expense relating to rental property: _____ \$ _____ _____ \$ _____ Details of visits to inspect property/conduct property business: <table style="width: 100%; border: none;"> <tr> <td style="width: 10%;">Date</td> <td style="width: 50%;">Details</td> <td style="width: 40%;">Kilometres</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> </table> | | | Accounting fees | \$ _____ | Phone | \$ _____ | Advertising (to rent) | \$ _____ | Power | \$ _____ | Bank fees | \$ _____ | Rates | \$ _____ | Insurance | \$ _____ | (including regional council rates) | | Legal fees | \$ _____ | Repairs and Maintenance | \$ _____ | Management fees | \$ _____ | (please attach details or invoices) | | Mortgage Interest | \$ _____ | Valuation fees | \$ _____ | (attach copy of loan summary/statements from bank) | | Water rates | \$ _____ | Date | Details | Kilometres | _____ | _____ | _____ | _____ | _____ | _____ | _____ | _____ | _____ | <input type="checkbox"/> <input type="checkbox"/> |
| Accounting fees | \$ _____ | Phone | \$ _____ | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Advertising (to rent) | \$ _____ | Power | \$ _____ | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Bank fees | \$ _____ | Rates | \$ _____ | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Insurance | \$ _____ | (including regional council rates) | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Legal fees | \$ _____ | Repairs and Maintenance | \$ _____ | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Management fees | \$ _____ | (please attach details or invoices) | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Mortgage Interest | \$ _____ | Valuation fees | \$ _____ | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| (attach copy of loan summary/statements from bank) | | Water rates | \$ _____ | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Date | Details | Kilometres | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| _____ | _____ | _____ | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| _____ | _____ | _____ | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Residential Land Withholding Tax | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Have you sold residential property in New Zealand where Residential Land Withholding Tax has been deducted and paid to the IRD? If so, provide details e.g. IR1100 Residential land withholding tax return and other sale and purchase documents. | <input type="checkbox"/> | _____ | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Residential Property Sales | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Have you sold any residential property during the year (not otherwise detailed on the information provided)? If yes, when was the property purchased? If it was purchased with 10 years of the sale date, <ul style="list-style-type: none"> what was the original purchase price and the sale price? has it been used as your main home for the full time it has been owned? If not, please provide dates and details on the nature of the shared use. | <input type="checkbox"/> <input type="checkbox"/> | _____ \$ _____ \$ _____ | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |

Have you incurred interest on residential properties owned (which is not your main family home or a 'new build*')? Is the interest also against properties other than residential rentals? If so, please provide details of amount of interest and dates paid.

Does this entity have a property (such as a holiday home or a bach) that is used privately and also to derive income?

If yes, provide details of property: _____

Was the property empty for 62 days or more in the income year?

Yes ☐ No ☐

If yes, please complete the following section so we can determine the amount of allowable deductions.

The number of days the property was empty during the income year

The number of days the asset was used by family or associated persons* during the income year

OR where income from any person received was less than 80% of market rate

* Associated persons include close relatives, or if owned by an entity, persons associated with the entity owning the property

If there is more than one tenant who used the property through the year, please attach details.

Name of tenant: _____

Relationship to owner (if any): _____

Amount of rent they paid: \$ _____

Dates rented (From: To)

Expenses incurred in respect of the property (the list below is not exhaustive – details of all expenses will be required):

Cost of advertising for tenants \$ _____

Cost of repairing damages caused by tenants \$ _____

Number of days spent in the property while repairing damages caused by tenants _____

Mortgage interest \$

Rates \$

| | |
|-----------|----|
| Insurance | \$ |
|-----------|----|

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| Repairs/maintenance for general wear and tear | \$ |
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Other (please give details) : _____

Have you received or traded in cryptoassets during the income year? If so, please provide the following information:

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

Schedule 1 – Accounts Receivable (Debtors)
Amounts owing to you at 31 March 2023

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|-------------|--|
| Client Name | |
|-------------|--|

| Name of Debtor | Description of Sale | Code | Total Incl GST |
|----------------|---------------------|------|----------------|
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|---------------|--|
| Totals | |
|---------------|--|

Schedule 2 – Accounts Payable (Creditors)
Amounts owing by you at 31 March 2023

| Name of Creditor | Description of Goods | Code | Total Incl GST |
|------------------|----------------------|------|----------------|
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