

mackay  
bailey  
butchard



Chartered Accountants and  
Business Development  
Advisors

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# INFORMATION QUESTIONNAIRE

## FOR

# TRUST FINANCIAL STATEMENTS

## FOR 2010 INCOME TAX YEAR

**NAME:**

**Balance Date:**

31 March 2010

**Have your contact details changed?**

**Phone:**

**Fax:**

**Mobile:**

**E-mail:**

**Postal address:**

Please take the time to work through this questionnaire thoroughly and action each point that is applicable to you.  
This will greatly assist us in the efficient preparation of your income tax return.

CHARTERED  
ACCOUNTANTS



*Directors*  
Geoffrey Bailey  
Tania King  
James Nell  
Michael Woodward  
*Consultant*  
John Butchard  
*Associate*  
David Kennedy



## TERMS OF ENGAGEMENT

I accept responsibility for the accuracy and completeness of the information supplied which is to be used in the preparation of my financial statements. 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 my information and therefore you are unable to provide any assurance on my financial statements. I understand your work cannot be relied on to detect error and fraud and you accept no liability for the accuracy and completeness of the information supplied by me.

I further understand the financial statements will be prepared at my request and for my purposes only and neither you nor any of your employees accept any responsibility on any ground whatsoever, including liability in negligence, to any other person.

I further understand that the financial statements will be prepared on a special purpose reporting basis for taxation purposes only on the principles contained in the Income Tax Act. Accordingly the financial statements may not be appropriate for general use and should not be relied upon for any other purposes.

I also accept responsibility for all other records and information supplied to you other than those listed. I accept responsibility for any failure by me to supply all relevant records and information to you.

**(The above statement is required by the New Zealand Institute of Chartered Accountants. Accounting Standard: "Compilation of Financial Information" (SES-2)).**

I, the undersigned, authorise my accountants, Mackay Bailey Butchard Limited, to act on my behalf in dealings with the Inland Revenue Department on all tax types and activities.

I, the undersigned, authorise Mackay Bailey Butchard Limited to communicate with the appropriate bankers, solicitors, finance companies and other persons and organisations to obtain such further information as they may require to carry out the terms of engagement.

**(Due to the Privacy Act 1993 and the Tax Administration Act 1994 we require your written authorisation for us to discuss any tax matters with the Inland Revenue Department).**

Signature: \_\_\_\_\_

Full Name: \_\_\_\_\_

Date Completed: \_\_\_\_\_



**GENERAL**

When do you require your accounts completed by? \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

Do you want to discuss your draft financial accounts before they are finalised? Yes / No

Would you like your draft accounts sent to you via email? Yes / No

Would you like a meeting to discuss your business affairs and tax returns? Yes / No

Would you like us to supply you with a second copy of your financial accounts for your bank? Yes / No

If you want us to send these directly to the Bank, please advise the contact person and their e-mail address:

\_\_\_\_\_  
 \_\_\_\_\_

If your return results in a refund being due, would you like the refund:

(i) Sent to you in full \_\_\_\_\_

OR

(ii) Used to offset your Provisional Tax liability \_\_\_\_\_

OR

(iii) Applied towards your Accountancy Fees \_\_\_\_\_  
 (Please tick one)

**CAN WE HELP YOU?**

**Goods and Services Tax (if registered)**

Do you require assistance with preparing your GST Return? Yes / No

Do you require assistance with establishment of a record keeping system for GST? Yes / No

Do you have any particular GST problems which we can help you with? Yes / No

**Nature of Business**

Has the nature of your business changed in any way during the past year? Yes / No

**Purpose of Financial Statements**

For what purposes are the financial statements to be used? \_\_\_\_\_

\_\_\_\_\_

**RECORDS AND INFORMATION REQUIRED**

**Records and Information Supplied**

**Either**

**Bank Statements**

- § For all accounts operated by the trust. Statements should cover the full period plus one month after balance date. Please obtain any missing statements from your bank.
- § All cheque books and deposit books.
- § Copy of Solicitors Trust account statement showing all transactions for the whole year if applicable.



<p><b>COMPUTER CASHBOOK</b> If you are sending in a backup, please make it <b>AFTER</b> all processing and <b>BEFORE</b> you roll at year end.</p> <p><b>Cashbook</b> Please supply a reconciled back up of your cashbook. You can email backups to backups@mbb.co.nz</p> <p><b>USERS OF MYOB</b> In addition to the above instructions, where you are synchronising your General Ledger to the financial statements prepared by us, <b>DO NOT</b> "start a new year" until the ledgers have been reconciled. Just future date the new year transactions. This enables the year-end adjustments to be made in the correct year.</p>	
<p><b>Savings Accounts, Investment Portfolio Statements, Term Deposits, including Interest certificates.</b></p>	
<p><b>Copies of all GST Returns and Workings (If registered for GST)</b></p>	
<p><b>Interest RWT Paid</b> If you have made interest RWT payments to the Inland Revenue Department please supply copies of IR 15P forms on which the payments were made and the supporting annual reconciliation (IR 15S).</p>	
<p><b>INVESTMENTS</b> List investments sold or purchased. Please supply details, including any dividend certificates.</p> <hr/> <hr/> <hr/> <hr/>	
<p><b>GIFTING</b> If any gifting was made during the year, please supply details of the Gifting Statements from your Solicitors.</p>	
<p><b><i>If the trust does <u>not</u> have any rental income, please go to the Administration section on page 7.</i></b></p>	
<p><b>RENTAL INCOME</b></p> <p><b>Rental Income Statements</b> If your property income and expenditure is managed by a real estate company please supply the statements covering the full period.</p> <p><b>Insurance Company Invoices</b> These are required to analyse your insurances</p> <p><b>Interest</b> We require copies of your interest statements on any loans or mortgages relating to the trust.</p> <p><b>Properties Purchased or Sold</b> If you have purchased or sold a property during the year please provide us with the Solicitor's statements.</p>	



**PARTICULARS OF ANY CAPITAL IMPROVEMENTS OR NEW ASSETS PURCHASED**

Asset Description	New (N) or Used (U) (delete as appropriate)	Total Paid (incl GST)	Date	Details of Any Asset Traded In
_____	N / U	_____	_____	_____
_____	N / U	_____	_____	_____
_____	N / U	_____	_____	_____
_____	N / U	_____	_____	_____
_____	N / U	_____	_____	_____
_____	N / U	_____	_____	_____
_____	N / U	_____	_____	_____
_____	N / U	_____	_____	_____

**(Please supply Hire Purchase Agreements if applicable)**

**PARTICULARS OF ASSETS SOLD OR SCRAPPED DURING THE YEAR**

(You may wish to refer to last years depreciation schedule included with your financial statements)

Asset Description	Date Sold	Total Received (incl GST)	Tick if Scrapped	Details of Replacement Asset if Traded
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

**REPAIRS AND MAINTENANCE**

If information is not recorded **in full** on cheque butts or cashbooks, or invoices, please provide details of **major** repairs and maintenance to the property during the year.

**We can help you decide whether expenditure is for improvements or repairs and maintenance.**

