mackay
bailey
butchard

Chartered Accountants and
Business Development
Advisors

Mackay Bailey Butchard Ltd
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INFORMATION QUESTIONNAIRE

FOR

TRUST FINANCIAL STATEMENTS

FOR 2011 INCOME TAX YEAR

NAME:

Balance Date:

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.

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 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).

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)

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? ______________________________

____

CAN WE HELP YOU?

GST Administration

We offer a GST return preparation service and cash flow reporting service. This service relieves you of the hassle of preparing GST returns and provides year-to-date cash flow information each GST period. Would you like more information on this service? Yes / No

Computerised Cashbooks

We sell and support a number of software packages including MYOB Cashbook, Concepts Cashmanager and Xero. Are you interested in computerised cashbook software? Yes / No

Payroll

We can assist you with your employee payroll, including payroll software and any pay related queries. Would you like further information on our payroll service or software? Yes / No

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.	
COMPUTER CASHBOOK If you are sending in a backup, please make it **AFTER** all processing and **BEFORE** you roll at year end. **Cashbook** Please supply a reconciled back up of your cashbook. You can email backups to backups@mbb.co.nz **USERS OF MYOB** In addition to the above instructions, where you are synchronising your General Ledger to the financial statements prepared by us, **DO NOT** "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.	.
Savings Accounts, Investment Portfolio Statements, Term Deposits, including Interest certificates.	
Copies of all GST Returns and workings (if registered for GST), including GST rate adjustment worksheets.	
Interest RWT Paid 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).	
INVESTMENTS List investments sold or purchased. Please supply details, including any dividend certificates. __________________________________ __________________________________ __________________________________ __________________________________	
GIFTING If any gifting was made during the year, please supply details of the Gifting Statements from your Solicitors.	
If the trust does <u>not</u> have any rental income, please go to the Administration section on page 7.	

RENTAL INCOME **Rental Income Statements** If your property income and expenditure is managed by a real estate company please supply the statements covering the full period. **Insurance Company Invoices** These are required to analyse your insurances **Interest** We require copies of your interest statements on any loans or mortgages relating to the trust. **Properties Purchased or Sold** If you have purchased or sold a property during the year please provide us with the Solicitor's statements.	.

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.**	
INSURANCE CLAIM If you received any payments from either EQC or your insurance company during the year please include copies of the documentation.	
RATES Please provide a copy of the latest rates assessment.	
ACCOUNTS RECEIVABLE (Debtors) Please supply a list of amounts owing to you at balance date. Exclude those already written off during the year. Specify whether GST is included or excluded. **Included / Excluded** Total at Balance Date: $________________ Bad Debts Written Off During Year: $________________ **IMPORTANT:** If Bad Debts are to be a deductible expense for income tax purposes then they must be written out of your Debtors Ledger no later than your balance date.	
ACCOUNTS PAYABLE (Creditors) Please supply a list of amounts owing by you at balance date, that is, invoices dated before balance date and paid after. Please indicate name of creditor, amount and what it is for. Alternatively, mark on cheque butts as soon as possible after balance date or highlight in the cash book those items after balance date which should be included. Specify whether GST is included or excluded. **Included / Excluded** Total at Balance Date: $________________	
CASH ON HAND Note details of last banking for financial year Date: _______/______/_______ Amount: $________________ Cash on hand at balance date $________________ (unbanked income)	

LOANS AND MORTGAGES

Have you raised or repaid any mortgages and/or loans in the financial period? Yes / No

If yes, please supply details/documents, including:

Mortgagee or Lender	Security
Commencement Date	Term
Principal Sum	Rate of Interest

Also, please attach copies of solicitors' settlement or relevant documents.

Latest Government valuations for land and buildings (if applicable) and date.

Supply verification from the lender of existing loans owing at Balance Date, i.e., year end loan statements.

ADMINISTRATION

We appreciate that in many instances, and in particular where Mackay Bailey Butchard is a trustee, we will have details regarding the following matters. However it is appropriate to ensure on an annual basis that we have been advised of any changes.

Have there been any changes in Trustees during the year? Yes / No
(If so, please provide details, including any copies of the relevant documentation).

Have there been any variations to the Trust Deed, resettlements or other major changes to trust arrangements during the year? Yes / No
(If so, please provide details, including copies of the relevant documentation).

Have any assets or investments been purchased / transferred from the settlors to the trust during the year? Yes / No
(If so, please provide details of the transaction(s), including copies of the relevant documentation, including the Deed of Acknowledgement of debt).

Have any gifts been received during the year (cash, assets, forgiveness of debt)? Yes / No
(If so, please provide copies of the relevant documentation).

Have there been any capital or income distributions to beneficiaries during the year? Yes / No
(If so, please provide details and a copy of the Trustees' Resolution).

Have any advances or loans been made during they year? Yes / No
(If so, please provide details and copies of the relevant documentation).

Thank you for completing this questionnaire. Please don't forget to sign where indicated on page 2.