Financial Statements Checklist 2015 - Trust

Lewthwaite Associates Limited
Chartered Accountants

Trust/Estate Name: ______________________________
Balance Date: 31 March 2015

Postal Address: ....

Telephone No: .... (Work) .... (Home)

.... (Mobile) ....(Fax)

Email Address: ....

Beneficiaries Have there been any new beneficaries added this year? ....

Please advise if you would prefer us to visit you and collect your records.

IMPORTANT: Please answer all questions, if not applicable write N/A. The information you provide will be used for tax purposes. It is imperative that you ensure the information is accurate and complete. If you have any doubts please inquire.

Tick if Applicable otherwise enter N/A

Records Required

- **Bank Statements** for the year for all business bank accounts plus one month after balance date (Check: are they all there?) ☐

- **Deductible Expenses** Please provide full details of any expenses incurred in deriving income. ☐

  Please attach supporting documents to substantiate expenses. Types of expenses. ☐

  Management fees $ ....
  Legal Fees $ ....
  Other $ ....

- **Solicitors Statements** For business related transactions ☐

- **Interest**

  Please attach all tax deduction certificates (IR15's) or schedule if investment managed by financial advisor/sharebroker. ☐

All information is required where applicable.

Tick if Applicable otherwise enter N/A

- **Dividends**

  Please attach all dividend advice certificates. This includes shares issued in lieu of cash dividends or schedule if investment managed by financial advisor/sharebroker.

- **Property Valuations**

  Please provide a copy of any Government valuations of your properties received in this financial year. Please also provide details of any additions or alterations made during this financial year

- **Overseas Income**

  Did you have any foreign investments that you derived income from? If yes, please provide advice notes showing the gross distributions and any overseas taxes deducted.

- **Rental Income**

  Please supply bank statements or attach a list of rental income & expenses.
  Gross rental receipts
  Expenses ie: interest, insurance, rates, repairs
  Give addresses of properties rented
  Provide solicitor statements for any rental properties bought or sold during the year.
  Period the property was available to rent .... months

- **Any Other Income**

  Please provide details of any other income ....

- **Other Information**
  Are you getting a refund?
  If your tax calculations result in a refund being due and you are a Provisional Tax payer, do you want the refund:-

  a) banked in full to bank account number ....
     (attach a deposit slip)
  b) used to offset provisional tax liability if any

All information is required where applicable.

- **Gifts**

  Note all gifts made during the year to the Trust as well as any payments made on behalf of the Trust not recorded in the Trust bank Account.

  ....

  .... ☐

- **Beneficiaries**

  Please advise any payments made on behalf of benficaries that have not been paid through the Trust/Estate bank account.

  ....

  .... ☐

  ....

- **Changes in Trustees/Beneficiaries**

  Has there been any during the period?

  ....

  .... ☐

- **Memorandum of Wishes**

  Does the Trust have a memorandum of wishes?

  ....

  .... ☐

- **Assets transferred to the Trusts during the current period**

  Were there any?

  ....

  .... ☐

Please advise
- If any beneficiary has turned 16 years of age during the year.
- Of any child beneficiary who has received income from other sources.

....

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....

Please note below any question you have in regard to transactions during the year or other matters.

....

....

....

All information is required where applicable

Please provide any further details you may think relevant:

....

....

....

....

If your Taxation Calculations result in a **Refund** being due **and** you are a Provisional Taxpayer, do you want that refund

Sent to you in full by **cheque** ☐

Direct Credited in full to your nominated bank account: ☐

Or

Used to offset your Provisional Tax liability, and/or ACC Levies, if any. ☐

<u>Terms of Engagement</u>

In supplying this information to **Lewthwaite and Associates Limited**, I am requesting that they prepare my special purpose 2015 financial statements (except where the entity is a company) from the information and records I have provided. An audit or review of the information is not required. I accept responsibility for the accuracy of all information supplied. A copy of this disclaimer of liability will be attached to all special purpose financial reports.

I hereby give authority to **Lewthwaite and Associates Limited** to communicate with and obtain information from my bank, finance and leasing company, the Inland Revenue Department or any other relevant organization in their completion of the annual financial reports.

I undertake to pay any accounting fees in full as they fall due on the 20th of each month for work started but not completed and at the completion of the work. This clause will not apply if an instalment payment plan has been agreed in writing.

Client Signature ....

Date ....