

TRUST

Annual Financial Statements Questionnaire - 2024

Ensure this questionnaire is completed and included with your records:

Client	
Olletti	

To: Peak Chartered Accountants Limited

Terms of Engagement - instruction to complete annual accounts and tax returns

I/We hereby instruct Peak Chartered Accountants Limited and staff/contractors as applicable to prepare my/our Financial Statements and Taxation Returns for the year/period ending 31 March 2024. 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.
- 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.
- 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.

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.

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.

Instructions & Comments (including special conta	ct details, timing	g):	
Would you like us to supply a copy to your bank?		Yes	
If your accounts are to be supplied to your bank, p the name of your current bank manager (and emai	olease advise il address):		
Has the nature of your business changed in any w	ay during the pa	st 12 months?	
ii yes, piease provide brief details.			
Name	Signature		Date

Trust Specific Information		Comment
Gifting Programme		
Gifts were made to the Trust during the year		
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.		
IRD Trust Disclosures	ı	
If not provided already, could you please provide a copy of the trust deed and any amendments made to this.		
Please provide the following information for all settlors and beneficiaries of the Trust:		
Full name		
 Date of birth or commencement date (for non-individuals) 		
Jurisdiction of tax residency (if not NZ) DD graph of (as Tay Identification Number for the contraction NZ)		
IRD number (or Tax Identification Number for those not resident in NZ)		
Please provide details of any settlements made to the Trust by settlors or any other persons (including those valued at zero)		
Please provide details of any distributions made to beneficiaries, including the following:		
Distributions of accounting income		
 Distributions of capital, corpus or trust assets 		
Use of trust property for less than market value		
Forgiveness of debt		
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.		
■ 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)		
Records Required		
Bank Statements, Cash books, etc		
Please identify your situation and provide requested information	ı	
I have Peak Chartered Accountants prepare my GST return:		
Provide final bank statements for the year for all bank accounts.		
I have a cloud based accounting system and you have access		
Provide final bank statements for the year for all bank accounts.		
I use a desktop based accounting system		
Check with us if we are able to utilise a data transfer file. If not please apply the next section		

I use an accounting system and you do not have access		
Provide the following: General Ledger Detailed, General Ledger Summary, Trial Balance, Profit & Loss, Balance Sheet Copy of bank reconciliation as at balance date for all bank accounts. Final bank statement for the year for all bank accounts		
I use a manual cashbook (includes spreadsheets)		
Please provide Cashbook (including one-month past balance date) GST returns and supporting information / working Bank statements for the full year for all bank accounts and reconciliations		
I do not keep accounting records		
Please provide:		
Bank statements (including the details of deposits and withdrawals – annotate as appropriate)		
GST returns and supporting information (if registered)		
Goods & Services Tax (GST) Returns		
I am registered for GST	П	
Please supply copies of Goods & Services Tax (GST) returns and work papers if not filed via Xero.		
Accounts Receivable (Debtors) – see attached Schedule 1		
I am owed money at balance date from customers		
The balance owed is (inclusive of GST if registered):		\$
Either provide a report or schedule to support (you can complete that attached).		
$\underline{\textbf{Exclude}}$ any bad debts as to be excluded from income, these must be written off prior to balance date.		
Accounts Payable (Creditors) – see attached Schedule 2		
I owe money to suppliers at balance date		•
The balance owed is (inclusive of GST if registered)		\$
Either provide a report or schedule to support (you can complete that attached).		
Legal and Loan Documents		
The Trust paid legal expenses during the year		
Please attach invoices and loan documents.		
Please ensure that any related sale and purchase agreements or agreements have been provided.		
The Trust borrowed money during the year		
Provide details of the borrowings, including information on what the funds were used for.		

Asset Purchases and Sales		
The Trust purchased and/or sold assets during the year		
Attach details of assets purchased or sold during the year such as motor vehicles, plant and equipment and properties (if not already provided), including:		
 Hire purchase, lease or loan agreements Legal statements and agreements Invoices Trade-in details Lost, stolen or scrapped items Insurance pay out Copy of Tax Invoices The trust has assets that need writing off that are on least year's depreciation schedule Refer to last year's Asset and Depreciation Schedule provided with your accounts. We suggest you review the schedule and indicate any assets that no longer exist. (You can contact us for a copy). 		
Prepayments		
The Trust paid expenses in advance		
Туре		
Amount prepaid (if known, GST exclusive if registered))		\$
This is the balance of any payments made before balance date for goods or services not received or used by balance date. Different rules apply depending on the type of prepayment and the amount paid. Insurance policies over \$12,000 are subject to prepayment rules.		
Please provide supporting invoices and information		
Income in Advance	1	
The Trust received income in advance		
Amount received in advance (GST inclusive if registered)		\$
For / further information about this income in advance		
Balance of any receipts received before balance date for goods or services not provided by balance date.		_
		_
Loan Statements	I	
The Trust borrowed money from others (bank or non-bank)		
Supply a copy of any loan transaction statements for the financial year up to your balance date, including loans that have been refinanced or repaid during the year.		

	ividend Certificates		
The Trust receiv	red interest in the business (not in individual names) with		
Who was this paiknown).	d by? Please provide details of amounts and tax deducted (if		
IRD should have	the information but there are sometimes issues		
The Trust receive	red interest in the business with no tax deducted		
Please ensure cl	early identified in your business records.		
The Trust has a	managed investment portfolio		
Please provide y	our reports from the investment manager (tax and portfolio)		
Insurance			
The Trust paid	insurance during the year		
Please provide ir	surance invoices		
COVID-19 Rela	ited Payments		
The Trust receives support	red or paid amounts related to government COVID-19		
Provide details or reason.	f amounts received or paid, the dates, the amounts and the		
Pasidential Pa	ntol		
Residential Re			
	ntal ve residential rental income during the year		
Did the trust ha			
Did the trust ha	ve residential rental income during the year		
Did the trust have was a property Please provide d	ve residential rental income during the year unavailable for rental during the year?		
Was a property Please provide d Was the property rental? Please advise wh	ve residential rental income during the year unavailable for rental during the year? etails of the period and why.		
Was a property Please provide d Was the propert rental? Please advise wh contribution the f	ve residential rental income during the year unavailable for rental during the year? etails of the period and why. cy rented out to a family member for less than market that the market rental will have been, allowing for any		
Was a property Please provide d Was the property rental? Please advise wh contribution the f	unavailable for rental during the year? etails of the period and why. ry rented out to a family member for less than market mat the market rental will have been, allowing for any amily member is making to the property maintenance.		
Was a property Please provide d Was the property rental? Please advise whoontribution the formula assets Please provide d	unavailable for rental during the year? etails of the period and why. ry rented out to a family member for less than market mat the market rental will have been, allowing for any amily member is making to the property maintenance. s / chattels purchased during the year? etails and invoices. Ings for the residential rental property used in part for		
Was a property Please provide d Was the property rental? Please advise wh contribution the f Were any assets Please provide d Are any borrow another purpose	unavailable for rental during the year? etails of the period and why. ry rented out to a family member for less than market mat the market rental will have been, allowing for any amily member is making to the property maintenance. s / chattels purchased during the year? etails and invoices. Ings for the residential rental property used in part for		
Was a property Please provide d Was the propert rental? Please advise wh contribution the f Were any assets Please provide d Are any borrows another purpose Additional inform interest deductibil	unavailable for rental during the year? etails of the period and why. by rented out to a family member for less than market at the market rental will have been, allowing for any amily member is making to the property maintenance. by chattels purchased during the year? etails and invoices. Ings for the residential rental property used in part for ear? eation may be required as special rules apply determining the		
Was a property Please provide d Was the propert rental? Please advise wh contribution the f Were any assets Please provide d Are any borrows another purpose Additional inform interest deductibil	unavailable for rental during the year? etails of the period and why. by rented out to a family member for less than market that the market rental will have been, allowing for any amily member is making to the property maintenance. by chattels purchased during the year? etails and invoices. Ings for the residential rental property used in part for any amily may be required as special rules apply determining the lity, especially if a revolving credit facility is used.	Kn	n (and/or costs)
Was a property Please provide d Was the propert rental? Please advise wh contribution the f Were any assets Please provide d Are any borrow another purpose Additional inform interest deductibit	unavailable for rental during the year? etails of the period and why. by rented out to a family member for less than market that the market rental will have been, allowing for any amily member is making to the property maintenance. by / chattels purchased during the year? etails and invoices. Ings for the residential rental property used in part for any ation may be required as special rules apply determining the lity, especially if a revolving credit facility is used. by the residential rental property business	Kn	n (and/or costs)

Mixed Use Assets	
The Trust has a property (such as a holiday home or a bach) that is used privately and also to derive income?	
Was the property empty for 62 days or more in the income year?	
If yes, Information Required	
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	
* Associated persons include close relatives, or if owned by an entity, persons associated with the entity owning the property	
OR where income from any person received was less than 80% of market rate (dates, amounts)	
Ensure that the information provided clearly identifies income and expenditure related to 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)	to
The Trust has a boat or plane (with a market value of \$50,000 or greater), that is used privately and also to derive income?	
Was the asset unused for 62 days or more in the income year.	
If yes, Information Required	
The number of days the asset was unused during the income year	
The number of days the asset was used by family or associated persons* during the income year	
* Associated persons include close relatives, or if owned by an entity, persons associated with the entity owning the property	
OR where income from any person received was less than 80% of market value	
Number of days the asset was used	
Income received	\$
Ensure that the information provided clearly identifies income and expenditure relating to the assets	

Schedule 1 – Accounts Receivable (Debtors) Amounts owing to you at Balance Date

	T			
Client Name				
Name of Debtor		Description of Sale	Code	Total Incl GST
Totals				
Totalo				
	4	Creditors)		
Amounts owing by you	at Balance	e Date	1 1	
Amounts owing by you a	at Balance	Description of Goods	Code	Total Incl GST
	at Balance	e Date	Code	Total Incl GST
	at Balance	e Date	Code	Total Incl GST
	at Balance	e Date	Code	Total Incl GST
	at Balance	e Date	Code	Total Incl GST
	at Balance	e Date	Code	Total Incl GST
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