

## 2021 Trust Accounts Questionnaire

Trust name:	
Email:	
Phone:	
IRD number:	
Bank account no (for IRD refunds):	

**Please check the list below to ensure you have provided all the applicable information. Incomplete information may cause processing delays and an increase in cost.**

Records Required:		Comment:
<b>Bank Information</b>		
Where an <b>online accounting system</b> is used (e.g. Banklink / Xero / MYOB), please provide:	<input type="checkbox"/>	
<ul style="list-style-type: none"> <li>▪ Final bank statement for the year for all bank accounts</li> </ul>		
Where a complete <b>computerised accounting system</b> is used (e.g. MYOB), please provide:	<input type="checkbox"/>	
<ul style="list-style-type: none"> <li>▪ A backup of software as at end of financial year (by email)</li> <li>▪ Final bank statement for the year for all bank accounts</li> </ul>		
Where a <b>manual system</b> is used, please provide:	<input type="checkbox"/>	
<ul style="list-style-type: none"> <li>▪ Cashbook (if one is kept)</li> <li>▪ Copy of bank reconciliation as at balance date for all bank accounts</li> <li>▪ Cheque &amp; Deposit butts (if used)</li> <li>▪ Bank statements for the full year for all bank accounts</li> </ul>		
Where <b>no system</b> is used, please provide:	<input type="checkbox"/>	
<ul style="list-style-type: none"> <li>▪ bank statements for the year noting the exact nature of all deposits and withdrawals.</li> </ul>		
<b>Loan Statements</b>		
Supply a copy of any loan transaction statements for the financial year up to your balance date.	<input type="checkbox"/>	

Records Required:	Comment:
<b>Covid-19 Wage Subsidy and Small Business Loan</b>	
<p>If you have received Wage Subsidy (ies), please provide details?</p> <p>First Subsidy (if received) <input type="checkbox"/></p> <p>Second Subsidy <input type="checkbox"/></p> <p>Third Subsidy <input type="checkbox"/></p> <p>Have you repaid any Covid Subsidies? <input type="checkbox"/></p> <p>Have you received the Government Small Business Loan? <input type="checkbox"/></p>	<p>Date: _____ \$: _____</p> <p>Date: _____ \$: _____</p> <p>Date: _____ \$: _____</p> <p>Date: _____ \$: _____</p> <p>Date: _____ \$: _____</p>
<b>Goods &amp; Services Tax (GST) Returns</b>	
<p>If you file the Goods &amp; Services Tax (GST) yourself – please provide copies of all returns and work papers. <input type="checkbox"/></p>	
<b>Interest and Dividend Certificates</b>	
<p>Please provide copies of all Interest RWT and Dividend certificates. <input type="checkbox"/></p>	
<b>Accounts Receivable (Debtors)</b>	
<p>All accounts or amounts owing to you at balance date should be scheduled. <u>Exclude</u> bad debts. To enable bad debts to be excluded from income, these must be written off prior to balance date. Please provide a copy of debtor statement at year end.</p>	<p>Total at Balance Date: \$ _____</p> <p><b>GST:</b></p> <p style="text-align: center;"><b>Included      Excluded</b></p>
<b>Accounts Payable (Creditors)</b>	
<p>All accounts or amounts owing by you at balance date should be scheduled indicating name of creditor, amount and what the debt is for.</p> <p>Holiday pay or bonuses paid within 63 days of your balance date may be included. Please provide a copy of creditor statement at year end.</p>	<p>Total at Balance Date: \$ _____</p> <p><b>GST:</b></p> <p style="text-align: center;"><b>Included      Excluded</b></p>
<b>Capital Expenditure</b>	
<p>Attach details of assets purchased or sold during the year such as motor vehicles, plant and equipment and properties.</p> <p>Where applicable please provide the details of the following:</p> <ul style="list-style-type: none"> <li>▪ Hire purchase or loan agreements.</li> <li>▪ Lease agreements</li> <li>▪ All legal statements and agreements</li> <li>▪ Trade-in details</li> <li>▪ Lost, stolen or scrapped items</li> <li>▪ Copy of Tax Invoices</li> </ul> <p>We suggest you review last year's Asset and Depreciation Schedule and indicate any assets that no longer exist.</p>	



<b>Mixed Use Holiday Home – Additional Information Continued</b>		
The number of days the property was rented at market rate:  Please also complete a separate Rental Questionnaire, available on our website ( <a href="http://www.pcca.co.nz">www.pcca.co.nz</a> )		_____ days
<b>Cryptocurrency</b>		
Have you received or traded in cryptocurrency (or similar) during the income year? If so, please provide full details of the type, dates, amounts in NZD, units traded and units held at year end.		Yes                  No

<b>Trust Administration</b>	
Has there been a change in Trustees during the year?	Yes                  No  If Yes, please provide the following:
• Name of New Trustee	
• Address of New Trustee	
• Phone Number of New Trustee	
• Name of Outgoing Trustee	
• Date of Appointment of New Trustee	
• Date of Termination of Outgoing Trustee	
Were any gifts made to the Trust during the year?	Yes                  No  If Yes, please enclose gift statements.
Were there any Deeds of Acknowledgement of Debt or Deeds of Reduction of Debt?	Yes                  No  If Yes, please enclose copies.
Has there been a change in Beneficiaries during the year?	Yes                  No  If Yes, please provide the following:
• Name of Beneficiary	
• Address of Beneficiary	
• Date of Birth of Beneficiary	
• IRD number of Beneficiary	
• Name of outgoing Beneficiary	
• Date of Change	
Do you want Trust income distributed to beneficiaries	Yes                  No

## DECLARATION

I accept responsibility for the accuracy and completeness of the information supplied in this questionnaire 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 not asked to provide any assurance on my financial statements. I understand your work cannot be relied on to detect error and fraud and that you accept no liability for the accuracy and completeness of the information supplied by me. I further understand that the financial statements will be prepared at my request and for my purposes only and that you will not be liable for any losses, claims or demands by any third person. I also accept responsibility for all other records and information supplied to you other than those listed above. I accept responsibility for any failure by me to supply all relevant records and information to you.

I hereby authorise Phibbs & Co. Limited to obtain from any third party any records or information you require for the purpose of preparing my Financial Statements and Income Tax Returns and accordingly any such third party is authorised to provide you with information required.

I/We being duly authorised give authority to Phibbs & Co Limited to act on behalf of for **all** tax types. Authority is given to obtain information from Inland Revenue about **all** tax types. This includes obtaining information through all Inland Revenue media and communications channels.

**Name:**

**Position:** Trustee

**Signed:**

**Date:**

If the other Trustees have authorised you to provide information to us, then you do not need to obtain the signature of other Trustees. If the Trust requires another Trustee to sign off on these information disclosures, then please have them sign below.

**Name:**

**Position:** Trustee

**Signed:**

**Date:**