

## TRUST ANNUAL ACCOUNTS CHECK LIST

**Name:** \_\_\_\_\_

**Trading Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Contact Numbers:** Home \_\_\_\_\_ Mobile \_\_\_\_\_

Work \_\_\_\_\_ Fax \_\_\_\_\_ Email \_\_\_\_\_

**We cannot begin work until you complete and sign this form**

This is a requirement of the Inland Revenue Department and the NZ Institute of Chartered Accountants.

Which services would you like us to perform this year?	CA	Self
Preparation of monthly accounts	<input type="checkbox"/>	<input type="checkbox"/>
Preparation of company/trust tax return	<input type="checkbox"/>	<input type="checkbox"/>
Preparation of personal tax return	<input type="checkbox"/>	<input type="checkbox"/>
Fill out rebate claims form	<input type="checkbox"/>	<input type="checkbox"/>
Apply for Community Services Card	<input type="checkbox"/>	<input type="checkbox"/>
Preparation of GST returns	<input type="checkbox"/>	<input type="checkbox"/>
Preparation of FBT returns	<input type="checkbox"/>	<input type="checkbox"/>
Preparation of Wages and PAYE returns and/or Payment of monthly invoices	<input type="checkbox"/>	<input type="checkbox"/>
Statistics Department returns	<input type="checkbox"/>	<input type="checkbox"/>

### **Terms of Engagement**

I/We hereby instruct you to prepare my/our Financial Statements and Taxation Returns for the year/period ending 31 March 2015. 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. I/We understand 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.

I/We understand 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.

All other terms and conditions of this engagement are the same as those referred to in the updated Engagement Letter I/we signed and returned.

### **Trading Terms**

I/We also accept that Craig Anderson Limited has the right to charge interest on overdue accounts at the rate of 1.5% per month, and that all accounts are due for payment by the 20<sup>th</sup> of the month following invoice date. The charging of such interest will be at the discretion of Craig Anderson Limited. I/We accept that any collection costs incurred by Craig Anderson Limited will be fully recoverable from me/us.

I/We agree to the terms of sale from Craig Anderson Limited as follows:-

- a) In the case of a private or limited liability company I hereby personally guarantee all amounts owing to you by the company.
- b) PRIVACY ACT (1993) I/We authorise any person/company to provide information of their experience with me/us in order to receive credit from Craig Anderson Limited.

### **Authorisation**

I/We authorise Craig Anderson Limited to communicate with my/our bankers, solicitors, finance companies, Inland Revenue and all government agencies to obtain such information as you require in order to complete the above assignments. This includes obtaining information via online services available on Inland Revenue's website.

You are to represent me/us as my/our tax agent. All income tax returns will be signed by me/us however you are authorised to sign any other taxation return on behalf of myself/ourselves or any of my/our associated entities.

You authorise our organisation to act as your agent for ACC levy purposes for all associated entities. This authorisation allows our organisation to query and change information on your ACC levy account(s) through ACC staff, and through ACC Online Services. This authority will also allow our organisations main representative discretion to delegate access to your ACC information to other members of our organisation. Other delegated members of our organisation will also be able to query and change information on your ACC levy account.

Signature(s) \_\_\_\_\_

Date \_\_\_\_\_

Convenient time to call you is:

[illegible]

<b>Legal and Loan Documents</b>		
Please attach any solicitor's statements and Sale and Purchase Agreements relating to any legal transactions during the year. Please also include statements and agreements relating to any mortgages, hire purchase, leases or loans. Please include a copy of your latest Rateable Valuation for any properties you own.	<input type="checkbox"/>	
<b>Business Expenses</b>		
There are a number of invoices that we specifically require. Please ensure the records you provide us with include all paid accounts for:		
<ul style="list-style-type: none"> <li>▪ Insurance premiums</li> <li>▪ Legal fees</li> <li>▪ ACC payments and arrangements</li> </ul>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
<b>Gifting Programme</b>		
Please advise the date of gifts made to your trust during the financial year. If you have copies of the gifting documentation from your solicitor, please attach this.	<input type="checkbox"/>	Date of Gift _____
<b>Major Transactions</b>		
Please provide a list of any major transactions that have occurred during the financial year that affect the Trust.	<input type="checkbox"/>	

**Thank you for completing this questionnaire**

**Don't forget to sign it**