

2020 TRUST INVESTMENT INCOME QUESTIONNAIRE

Trust Name: _____

Contact Person: _____ Phone Number: _____

Email Address: _____ Fax Number: _____

Your time and effort in completing this form is much appreciated by the team at Vision Accounting Solutions Ltd.

| | YES | NO | If 'YES', Enclose docs or Complete Section Below |
|---|--------------------------|--------------------------|--|
| 1. What accounting systems have you used during this financial year? - A complete computerised accounting package (e.g. MYOB or Xero)? | <input type="checkbox"/> | <input type="checkbox"/> | A1 |
| - A manual system or no system? | <input type="checkbox"/> | <input type="checkbox"/> | A2 |
| 2. Did you have any Loans, Hire Purchase or Lease Agreements during the year? | <input type="checkbox"/> | <input type="checkbox"/> | L5 |
| 3. Have you purchased or disposed of any Business/Trust assets during the year? | <input type="checkbox"/> | <input type="checkbox"/> | F1 |
| 4. Did the Trust receive any Interest or Dividends during the year? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 5. Did you buy or sell a Business, Real Estate or Investments during the year? | <input type="checkbox"/> | <input type="checkbox"/> | A3 |
| 6. Did the Trust receive any Foreign Income or incur Foreign Expenses? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 7. IN ALL CASES, PLEASE COMPLETE SECTION A4 | <input type="checkbox"/> | | A4 |
| 8. IN ALL CASES, PLEASE SIGN THE DECLARATION AT A6 | <input type="checkbox"/> | | A6 |

A1. Computerised Accounting Systems

What system are you using? System _____ Version _____

User Name _____ Password _____

| Please provide the following records: | Enclosed | N/A |
|--|--------------------------|--------------------------|
| - Bank Statements at 31 March 2020 for all accounts | <input type="checkbox"/> | <input type="checkbox"/> |
| - A backup disk or USB stick for your financial year or | <input type="checkbox"/> | <input type="checkbox"/> |
| - Access to your accounting system, or | <input type="checkbox"/> | <input type="checkbox"/> |
| - Copies of the following reports printed from your system: | | |
| - Annual Summarised General Ledger | <input type="checkbox"/> | <input type="checkbox"/> |
| - Annual detailed General Ledger | <input type="checkbox"/> | <input type="checkbox"/> |
| - Bank Reconciliations as at Balance Date | <input type="checkbox"/> | <input type="checkbox"/> |

A2. Manual Cashbook or no system

| Please provide the following records: | Enclosed | N/A |
|---|--------------------------|--------------------------|
| - Your cashbook (if one is kept) | <input type="checkbox"/> | <input type="checkbox"/> |
| - Bank reconciliation as at balance date (if completed) | <input type="checkbox"/> | <input type="checkbox"/> |
| - Cheque books and Deposit Books for the full year | <input type="checkbox"/> | <input type="checkbox"/> |
| - Bank Statements for the full year - for all accounts | <input type="checkbox"/> | <input type="checkbox"/> |

If no cashbook has been kept, please ensure the following

- All **cheque butts** are **completed** in full, or detailed on the bank statements.
- Any **direct debits** or **eftpos** transactions are **detailed** on the bank statements
- The source of all **deposits** are clearly **identified** on the bank statements

L5. Loans, Hire Purchase and Lease Agreements

Please provide the following records:

Enclosed N/A

- Copies of any new agreements.
- Details of any agreements repaid or refinanced during the year
- Confirmation of loan balances as at balance date
- Loan account statements if available

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| <input type="checkbox"/> | <input type="checkbox"/> |
| <input type="checkbox"/> | <input type="checkbox"/> |
| <input type="checkbox"/> | <input type="checkbox"/> |
| <input type="checkbox"/> | <input type="checkbox"/> |

F1. Assets

Please provide the following records:

Enclosed N/A

Purchases

- A detailed list of any assets purchased during the year including the date purchased, purchase price (GST inclusive) and advising if the asset purchased was new or second hand
- Copies of invoices for any assets over \$500 in value

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| <input type="checkbox"/> | <input type="checkbox"/> |
| <input type="checkbox"/> | <input type="checkbox"/> |

Sales

- A detailed list of any assets sold including the date sold and sale value

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| <input type="checkbox"/> | <input type="checkbox"/> |
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Disposals/Write Offs

- A detailed list of any assets written off/disposed of for no value during the year and the reason for the write off/disposal.

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| <input type="checkbox"/> | <input type="checkbox"/> |
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A3. Buying/Selling Investments, Real Estate or a Business

- A copy of all documentation including legal settlement statements
Sale and Purchase Agreements and Valuations

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| <input type="checkbox"/> | <input type="checkbox"/> |
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A4. General (to be completed in all cases)

Please provide the following records:

Enclosed N/A

- Details of any changes in Trustees (including the name and contact details for a new Trustee, the name of an existing Trustee, and the date of the change)
- Details of any changes in Beneficiaries during the year (including the name, date of birth, address and IRD number of any new beneficiary and the date of the change)
- Copies of any Deeds of Acknowledgement of Debt or Forgiveness in Reduction of Indebtedness actioned during the year
- Details of any Gifts made to the Trust during the year (including copies of Gift Statements)
- Details of the Taxable Income of any beneficiary that we do not complete a personal Income Tax Return for
- Details of any beneficiary expenditure that was not paid through the Trust

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| <input type="checkbox"/> | <input type="checkbox"/> |
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| <input type="checkbox"/> | <input type="checkbox"/> |
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Please supply the following information:

Enclosed N/A

1. Copies of all Insurance/Work Place Accident Insurance/ACC invoices
2. Copies of any invoices relating to repairs and maintenance where the amount incurred exceeds \$500.
3. Details of any Contingent Liabilities or future commitments (including lease commitments), for example guarantees provided by the business or a commitment to buy a large capital item.
10. Details of any other matters which you feel might be relevant to determining the tax position of the trust for the financial year

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| <input type="checkbox"/> | <input type="checkbox"/> |
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| <input type="checkbox"/> | <input type="checkbox"/> |
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A5. Bank Account Details

If you are due a tax refund, it is more efficient to have this directly credited by the IRD

Please provide us with your preferred bank account details

Bank _____ Account Number: _____

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A6. 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 Vision Accounting Solutions Ltd other than those listed above. I accept responsibility for any failure by me to supply all relevant records and information.

I hereby authorise Vision Accounting Solutions Ltd 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 Vision Accounting Solutions Ltd with information required.

Signed: _____

Date: _____