BELLINGHAM WALLACE accountancy

TRUSTS & PERSONAL
ANNUAL QUESTIONNAIRE

Annual questionnaires are incredibly important because they provide us with the essential information we need to complete your financial accounts and ensure that all your tax obligations are met. Through them we are also able to gain a better understanding of your financial affairs and insight into how this could be improved.

Please take the time to complete the questionnaire(s) that apply to you. You may be required to complete more than one type of questionnaire depending on the entities that are applicable to you. For example, if you have more than one trust you will need to complete one questionnaire for each of the trusts that you have.

If you are unsure of the questionnaire that applies to you, or how many questionnaires you are required to complete, please contact us on 09 309 7851.

The completed questionnaire(s) and any supporting information should be:

Posted to: PO Box 113150, Newmarket, Auckland 1149

Trust Questionnaire

BELLINGHAM WALLACE accountancy

Name:

Year Ended: 31 March 2016

		Yes?	Information to send :
1.	Have there been any changes in trusteeship?	☐	Details of any changes
2.	Do you run an accounting system? If so, what accounting system do you use?	☐	
	One of the following computerised systems; Xero MYOB Quickbooks Cash Manager Banklink Moneyworks	 ☐ ☐ ☐ ☐ ☐ ☐	Please provide either: A system backup for the financial year by email, disk or USB or An access invite if Bellingham Wallace does not already have access to your online or cloud based system
	Another computerised system	☐	Please provide: System name General ledger printout Trial balance Bank reconciliation at year end Profit and loss or cashbook report Balance sheet Debtors printout Creditors printout
	A manual system or cashbook	☐	Please provide: Your cashbook (if one is kept) Bank reconciliation at year end Cheque books and deposit books Bank statements for the full year
	Bellingham Wallace process my transactions	☐	
3.	Do you receive rental income?	☐	Refer to bellinghamwallace.co.nz to complete a rental income questionnaire
4.	Did you receive any interest or dividends during the year?	☐	Resident Withholding Tax certificates Dividend Statements
5.	Do you receive income from overseas (e.g. interest or dividends)?	☐	End of year interest statements Dividend statements Other investment broker statements
6.	Do you have any investments?	☐	Please complete table A below
7.	Do you use the services of a portfolio advisor?	☐	Portfolio advisor statement
8.	Did you buy or sell investments during the year (e.g. shares, bonds, debentures, overseas investments)?	☐	All documentation relating to the sale(s) or purchase(s)
9.	Have you sold or purchased land or buildings?	☐	Settlement statement Sale and purchase agreement Lawyers invoice Valuation
10.	Have you sold or disposed of fixed assets during the year?	☐	Description of assets including the date sold or disposed of and price List of assets written off

	Yes?	Information to send :
11. Have you purchased fixed assets during the year over $500 (GST exclusive)?	☐	Description of assets including the date purchased, purchase price and whether the asset is for business or personal use Copies of invoices
12. Did you have any loans?	☐	Loan statements
13. Do you file GST returns?		
Yes, prepared internally	☐	A copy of all GST returns and workings
Yes, prepared by Bellingham Wallace	☐	
No	☐	

	Included?	
14. Please send the following additional information, where applicable	☐	Bank statements at year end for all bank accounts
	☐	Gifting statements and deeds of forgiveness of debt
	☐	Legal invoices
	☐	Details of any beneficiary distributions (e.g. payments made for the beneficiaries)

	Yes?	
15. Would you prefer:		
Printed and bound copies of your accounts	☐	How many copies would you like?
A PDF copy of your accounts sent by email	☐	

16. 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 can not 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.

Signature : ______________________________

Table A - Overseas investments

Name of Investment	Country	Type (e.g. shares, bonds, hedge)	Cost	Market Value	Shareholding (if applicable)