

# Trust Essentials to be completed by all business & family Trusts

<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.	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.		
<b>Trust minutes</b>		
Inland revenue is now focusing their attention on trusts. If you do not have a minute book we strongly encourage you to start. Otherwise, the trust may be deemed to be a sham		
<b>Do you have an Investment Strategy?</b>		
<b>Are the Trust's assets adequately Insured?</b>		
<b>Distributions</b>		
Have you made any distributions to beneficiaries during the year? Please provide details.  Would you like to make any distributions to any beneficiaries?		
<b>Does the trust get financial statements prepared?</b>		

<b>Records Required:</b>	✓	<b>Comment:</b>
Where you use <b>Xero</b> or Dennis O'Grady Ltd completes your GST returns, please provide: <ul style="list-style-type: none"> <li>Final Bank Statement for year for all bank accounts (including any term deposits)</li> </ul>		
Where <b>no Cashbook</b> is supplied, please provide and <b>include one month past</b> balance date: <ul style="list-style-type: none"> <li>Bank statements including any savings account or term deposit</li> <li>Cheque &amp; Deposit books showing the nature of each payment/deposit</li> <li>Receipt books. Make sure any items not for business sales are clearly marked</li> <li>Suppliers' invoices filed in cheque number order</li> <li>A bank download for the period 1 April – 31 March as a QIF / OFX from your account. Please contact our office if you need assistance.</li> <li>Supply copies of Goods &amp; Services Tax (GST) returns and work papers.</li> </ul> <p style="text-align: center;"><b>Or</b></p> Where you supply <b>Cashbook</b> , please provide and <b>include one month past</b> balance date: <ul style="list-style-type: none"> <li>If electronic please contact us to ensure we are able to open the file.</li> <li>Cashbook, analysed and reconciled to the bank statements monthly</li> <li>Bank statements including any savings account or term deposit</li> <li>Cheque &amp; Deposit books showing the nature of each payment/deposit</li> <li>A bank download for the period 1 April – 31 March as a QIF / OFX from your account. Please contact our office if you need assistance.</li> <li>Supply copies of Goods &amp; Services Tax (GST) returns and work papers.</li> </ul>		

<b>Loan Statements</b>		
Supply a copy of any loan transaction statements for the financial year up to your balance date.		
<b>Interest and Dividend Certificates</b>		
Supply copies of certificates.		
<b>Accounts Receivable (Debtors) – see attached Schedule 1</b>		
All accounts or amounts owing to you at balance date should be scheduled. <b>Exclude bad debts. To enable bad debts to be excluded from income, these must be written off prior to balance date.</b>		Total at Balance Date: \$ _____ GST Included Excluded
<b>Accounts Payable (Creditors) – see attached Schedule 2</b>		
All accounts or amounts owing by you at balance date should be scheduled indicating name of creditor, amount and what the debt is for. Alternatively, mark on cheque butts or highlight in cash book those items in the month following your balance date, which should be included. Holiday pay or bonuses paid within 63 days of your balance date may be included.		Total at Balance Date: \$ _____ GST Included Excluded
<b>Capital Expenditure / Sales</b>		
Attach details of assets purchased or sold during the year such as motor vehicles, plant and equipment and properties. Where applicable please provide the following details: <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>		
<b>Legal and Loan Documents</b> for any properties you own.		
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		
<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>▪ ACC payments and arrangements</li> </ul>		

**Thank you for completing this questionnaire  
Don't forget to sign an Authority to Act**

Schedule 1 – Accounts Receivable (Debtors)  
 Amounts owing to you at **31 March**

Client Name	
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Name of Debtor	Description of Sale	Code	Total Incl GST

<b>Totals</b>	
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Schedule 2 – Accounts Payable (Creditors)  
 Amounts owing by you at **31 March**

Name of Creditor	Description of Goods	Code	Total Incl GST

<b>Totals</b>	
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