



Ross Pauling & Partners Limited

Trust Financial Statements and Personal Questionnaire For the year ended 31 March 2016

Name of Trust

Telephone

Mobile

Email

Date prepared

Signature

The following records and information will be required to compile your annual financial statements. Please complete the questionnaire and return it to us with your records. Please do not hesitate to call us on (09) 414 2346 should you require assistance.

	\$ AMOUNTS	RECORDS OR SCHEDULES ATTACHED
1. Bank Records		
Cheque books and bank statements from 1 April 2015 to 31 March 2016 for all business accounts, including loan and deposit accounts		Yes/No/NA
OR Cashbooks for all business accounts from 1 April 2015 to 31 March 2016 together with bank reconciliations as at 31 March 2016, and a copy of the bank statement(s) as at 31 March 2016		Yes/No/NA
OR Computer printouts with bank reconciliations for all bank accounts, and a copy of the bank statement(s) as at 31 March 2016.		Yes/No/NA
2. GST Returns		
All GST Returns from 1 April 2015 to 31 March 2016 together with working papers showing how the returns were prepared.		Yes/No/NA
3. Legal Fees Statements and Petty Cash Books		
Please attach copies of legal fee statements/invoices.		Yes/No/NA
Provide your Petty Cash Book (if maintained).		Yes/No/NA

4. Trust Information			
Please provide details of any appointments or resignations of trustees, details of trustees ceasing NZ residency, and additions or removals of beneficiaries during the year.			Yes/No/NA
5. Accounts Receivable (Debtors)			
Please provide a schedule of Accounts Receivable (money for sales or services invoiced in March 2016 or before but not received until after 31 March 2016). Please note whether the items on the schedule include GST.		\$	Yes/No/NA
6. Unbanked Sales & Cash on Hand			
Please show the amount of unbanked cash or cheques as at 31 March 2016.		\$	
Cash float balance at 31 March 2016		\$	
7. Business Expenses not paid from the Trust's Bank Account			
Please attach a schedule of any business expenses paid from the trust's bank account, including details of who paid the expenses.		\$	Yes/No/NA
8. Prepayments			
Please attach a schedule of payments for goods or services prior to 31 March 2016 which were not delivered or received until after that date.		\$	Yes/No/NA
9. Stock on Hand at 31 March 2016			
<p>Date of stock take</p> <p>Enter basis of valuation (usually the GST exclusive cost price, or market value for damaged or obsolete stock). NOTE: show any consumable aids separately as it is unlikely that they will have to be included in the accounts for tax purposes</p> <p>Valuation Basis:</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>If manufacturing, have you absorbed factory overhead into the cost of manufactured stock on hand? If so, on what basis?</p> <p>.....</p> <p>.....</p> <p>.....</p>			
Enter GST Exclusive value of stock and if possible attach copies or summaries of stock sheets.		\$	Yes/No/NA

17. Hire Purchase		
Please provide copies of all H.P Agreements entered into during the year.		Yes/No/NA
18 Contingencies		
Were there any conditions existing at balance date which were confirmed after balance date? eg insurance or litigation where the damage or action occurred prior to balance date. If so please attach details.		Yes/No/NA
19. Home Office		
If you have a home office please attach details of total household expenses, (rates, electricity, insurance, mortgage interest, repairs & maintenance etc), area of the office plus a portion of the business and private common area as a percentage of the total house area.		Yes/No/NA
20 Bad Debts		
Please provide a schedule of bad debts written off on or before 31 March 2016. Please note that in order to claim bad debts as a tax deduction the debts must be written off in the books of account by 31 March 2016.		Yes/No/NA
Total written off inclusive of GST	\$	
GST content	\$	
GST exclusive amount written off	\$	
Has the above GST been claimed in GST Returns filed to 31 March 2016		Yes/No/NA
Investment Income		
21. Dividends from New Zealand companies, excluding Portfolio Investment Entity Income (PIE income)		
Please provide all dividend advice notices (including shares in lieu and bonus issues). These detail resident withholding tax deductions and imputation credits.		Yes/No/NA
Please confirm that the trust did undertake a taxable activity of share trading, in which case capital gains less capital losses would be taxable or deductible.		
22. Shares held in overseas companies		
If the trust either held, purchased or sold shares in overseas companies during the year please provide documentation for the transactions.		Yes/No/NA
23. Income from Portfolio Investment Entities (PIE)		
Please provide all documentation in relation to PIE income.		Yes/No/NA

24. Interest from New Zealand banks and financial institutions on deposit and savings accounts

Please provide details of gross interest received and resident withholding tax deducted. Please also attach interest certificates provided by financial institutions which summarise the interest and withholding tax details.

Yes/No/NA

Interest received from:

Gross

RWT

25. Interest from overseas banks and financial institutions on deposit and savings accounts

Please provide details of gross interest and withholding tax deducted

Yes/No/NA

Interest received from:

Country

Gross
(state
currency)

Withholding
tax (state
currency)

26. Interest from bonds, debentures and securities

Please provide copies of purchase documentation which shows details of cost, face value, interest rate, maturity date and country.
We also need details of all interest received

Yes/No/NA

Please list the securities for which details are attached

27. Trustee Resolutions, Capital Distributions and Advances

Please provide copies of any Trustees' resolutions passed during the year and details of any advances to beneficiaries.

Yes/No/NA

Attachment 1

Terms of Engagement

Client: (“the Client”)

Firm: Ross Pauling & Partners Limited (“the Firm”)

This document is to confirm the Firm’s understanding of the terms of our engagement and the nature and extent of the services we will provide. Unless otherwise agreed between us in writing this letter records the entire agreement between us in relation to the Firm’s engagement. The terms recorded in this letter will remain in force until varied by the Firm in writing to you, or until cancelled by either of us by notice in writing to the other.

The arrangements outlined herein will continue in effect from year to year unless varied in writing.

The Client accepts the responsibility for ensuring that all relevant records and information are at the offices of the Firm or as otherwise agreed in reasonable and sufficient time for processing to be completed by the Firm before any statutory or other deadline.

Where the services of an external consultant are required, involving the disclosure of confidential client information, the Client’s prior consent will be obtained by the Firm.

The Client accepts that the Firm shall have the right to exercise a possessory lien over any records in their possession relating to any outstanding fee.

The Client accepts that the following disclaimer by the Firm forms part of the financial statements and is to remain attached to all copies of the financial statements distributed to third parties:

“The Firm has compiled the financial information in accordance with *SSE-2 Compilation of Financial Information* of the New Zealand Institute of Chartered Accountants based on information provided to us which has not been subject to an audit or review in respect of either of the information provided or the financial information which is provided from it.. Accordingly neither the Firm nor any of its employees accept any responsibility for the reliability, accuracy or completeness of the compiled information nor do we accept any liability of any kind whatsoever, including liability by reason of negligence, to any person for losses incurred as a result of placing reliance on the compiled financial information.

It is not intended that the engagement of the Firm for the compilation of financial statements be relied upon to prevent or detect fraud or error.

The Firm may provide general business and/or tax advisory services to the Client as required.

The Firm will not audit, review, or carry out any other checks on the accuracy or completeness of the information the Client provides.

By signing this Terms of Engagement the Client authorises the Firm to act as its tax agent with the Inland Revenue Department for all tax and future tax types and associated entities. As tax agent the Firm will have access to all relevant tax records at the Inland Revenue Department. Under the Firm’s tax agency the Client will receive an extension of time’ for filing tax returns, provided that tax returns have been filed on time in prior years.

The conduct of this engagement is in accordance with the professional standards, Rules, and Code of Ethics of the New Zealand Institute of Chartered Accountants. Information obtained in the course of this engagement is subject to confidentiality requirements in addition to the Firm’s obligations under the Privacy Act 1993. The Firm will not disclose that information to other parties without the Client’s express consent, except as required by law or professional obligations.

The Firm will not be responsible or liable if information needed to carry out its tasks properly is withheld or concealed or wrongly represented to it.

The Firm will base its fees on the time spent on business matters for the Client and the value of the services provided. In determining a fee it will take into account of the skill and knowledge required for the type of professional service involved.

Fees are due for payment on the 20th day of the month following the month in which they are invoiced.

The Firm will store the records that it holds on the Client’s behalf for a period of seven years after the appropriate balance date. At the end of that period the Firm will destroy the documents using a secure document destruction service unless the Client requests that the documents be returned.

The Client authorises the Firm to seek information it requires for the performance of its assignments from the Client’s solicitors, bankers and finance companies.

The Firm reserves the right to remove the name of the Client from its Inland Revenue Department Agency List if it fails to provide the information required to enable the completion of its tax returns by due date.

Signed by the Client

Dated **day of**