

Trust Questionnaire – 31 March 2011

Ensure this questionnaire is completed and included with your records

Client Name		Phone:	
Balance Date	31 March 2011	Fax:	
		Email:	

To: Accountants First Ltd

Signature _____

Date _____

Convenient time to call you is:	
Alternative phone numbers are:	
When do you want your accounts completed by?	
Would you like us to supply a copy to your bank?	Yes <input type="checkbox"/> No <input type="checkbox"/> (Tick One)
If your accounts are to be supplied to your bank, please advise the name of your current bank manager:	

Records Required:	ü	Comment:
Bank Statements, Cheque butts, Cash books, etc		
<p>Where no Cashbook is supplied, please provide and include one month past balance date:</p> <ul style="list-style-type: none"> § Bank statements including any savings account or term deposit § Cheque & Deposit butts showing the nature of each payment/deposit § Receipt books. Make sure any items not for business sales are clearly marked § Suppliers' invoices filed in cheque number order <p>Where you supply a written Cashbook, please provide and include one month past balance date:</p> <ul style="list-style-type: none"> § Cashbook, written up, analysed and reconciled to the bank statements monthly. § Bank statements including any savings account or term deposit § Cheque & Deposit butts showing the nature of each payment/deposit <p>Where you supply a computerised Cashbook, please provide:</p> <ul style="list-style-type: none"> § Backup disk as at the end of financial year or email files to us § Copy of Bank Reconciliation as at balance date for all bank accounts § Final Bank Statement for year for all bank accounts Transaction Listing for Accounts Payable and Accounts Receivable as at balance date <p>Note: Please make sure to include a copy of your bank statements including any savings, call or term deposit account dated 31 March 2011 or spanning this date.</p>	c	
Loan Statements		
Supply a copy of any loan transaction statements for the financial year up to your balance date.	c	

Goods & Services Tax (GST) Returns		
Supply copies of Goods & Services Tax (GST) Returns and work papers.	C	
Interest and Dividend Certificates		
Supply copies of certificates.	C	
Accounts Receivable (Debtors) – see attached Schedule 1		
All accounts or amounts owing to you at balance date should be scheduled. Exclude bad debts. To enable bad debts to be excluded from income, these must be written off prior to balance date.	C	Total at Balance Date: \$ _____ GST Included C Excluded C
Accounts Payable (Creditors) – see attached Schedule 2		
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.	C	Total at Balance Date: \$ _____ GST Included C Excluded C
Capital Expenditure		
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: § Hire purchase or loan agreements § Lease agreements § All legal statements and agreements § Trade-in details § Lost, stolen or scrapped items § Copy of Tax Invoices A copy of last year's Asset and Depreciation Schedule is attached for your information. We suggest you review the schedule and indicate any assets that no longer exist.	C C C C C C	
Legal and Loan Documents		
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.	C	
Business Expenses		
There are a number of invoices that we specifically require. Please ensure the records you provide us with include all paid accounts for: § Insurance premiums § Legal fees § ACC payments and arrangements	C C C	

Forgiveness of Debt and Gifting Programme		
If the Trust has forgiveness and debt and gifting programme, please attach copies of the document from your solicitor if the gifting programme was not prepared by us.	C	Date of Gift _____
Major Transactions		
<p>Please provide a list of any major transactions that have occurred during the Financial Year that affect the Trust.</p> <p>For example:</p> <p>Were there any loans made by the trust to Beneficiaries or Third Parties? If so, please attach documents containing details of those loan(s).</p> <p>Did the trust make any distributions to the beneficiaries during the period? If so, please attach documents containing details of the distributions.</p>	<p>C</p> <p>C</p> <p>C</p>	<p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p>
Other information if not supplied before		
<p>Trust Deed. please provide copy.</p> <p>Trust Minutes (Any formal decisions made by the Trustees in writing).</p> <p>Solicitors Correspondence. Any other correspondence from your solicitor regarding the trust not stated above.</p>	<p>C</p> <p>C</p> <p>C</p>	<p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p>

**Thank you for completing this questionnaire
Don't forget to sign it**

Schedule 1 – Accounts Receivable (Debtors)
Amounts owing to you at 31 March 2011

Name of Debtor	Description of Sale	Code	Total Incl GST

Totals	
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Schedule 2 – Accounts Payable (Creditors)
Amounts owing by you at 31 March 2011

Name of Creditor	Description of Goods	Code	Total Incl GST

Totals	
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