stephenson thorner LTD

Financial Statements Checklist for 2010
Family & Trading Trusts

Balance Date: ...../...../2010

The following information may be required to complete your annual financial statements. Please either attach separate schedules and place a tick next to the question or write the details in the space provided. Please attach specific documents where requested. Completion of this checklist in full will mean we can complete the work faster, reduce the number of queries and ultimately our fees.

If you run a general ledger include a hard copy detailed general ledger printout by account. If you use MYOB, you could send us a copy of the backup file (with details of the version and any password).

You can upload electronic records to the secure area of our website and this is safer than emailing the records. To set up your own secure area, please contact us on info@stephensonthorner.co.nz.

		Yes or Attached	No or N/A
1	**Bank Statements and/or Cashbooks**: For *all* accounts, including the loan account and the statement for balance date **and** the month after balance date. Ensure none are missing, and that the type of income or expense is apparent from your records. Cash books should be analysed, added and reconciled to the bank statements. If the Trust is GST registered, the GST portion of all receipts and payments should be clearly identified. If the cashbook is computerised, please provide a soft and hard copy of cashbook. Suppliers' statements and invoices should be available if required.	☐	☐
2	**GST Returns:** Provide copies of all worksheets & returns filed during the year.	☐	☐
3	**Accounts Receivable (Debtors):** List all amounts owing to you at balance date and indicate if any amounts are uncollectable. Indicate whether GST inclusive or exclusive. Note: If bad debts are to be a deductible expense in the current year they must be written out of the Debtors Ledger before the end of the financial year.	☐	☐
4	**Accounts Payable (Creditors):** List all amounts owing by you at balance date and indicate what each item is for. Indicate whether GST inclusive or exclusive.	☐	☐
5	**Advance Payments for Goods/Services/Charges:** Advise details of payments made/received for goods yet to be delivered, services yet to be rendered in full or unexpired expenses e.g. insurance, rent contracts etc.	☐	☐
6	**Investments:** If you have made investments during the year either within NZ or overseas, supply full details including cost, income received, market value at balance date, and brokerage paid. Include interest slips, dividend advice slips, dividend reinvestment notices, bonus issues, takeover advice etc. If the Trust's investments are through managed funds, please provide the annual summary from your investment adviser, prepared on an **accruals** basis.	☐	☐
7	**Rental Income:** Including home office income/expenses.	☐	☐

		Yes or Attached	No or N/A
	Please attach any loan account summaries relating to the rental property.		
8	**Overseas Investments:** If you have investments outside NZ & Australia please provide the market value of your investments as at 31 March 2008 and 2010.	☐	☐
9	**Fixed Assets:** If any fixed assets have been purchased or sold during the year provide full details, including date of purchase.	☐	☐

PURCHASES

Date	New(N) Used (U)	Description	Price Including GST	Asset Traded (if any)	Value Incl. GST
…………	( )	……………………..	$…………………	……………………...	$…………..…
…………	( )	……………………..	$…………………	……………………...	$…………..…
…………	( )	……………………..	$…………………	……………………...	$…………..…
…………	( )	……………………..	$…………………	……………………...	$…………..…
…………	( )	……………………..	$…………………	……………………...	$…………..…

Attach a separate schedule if necessary

SALES/SCRAPPED ASSETS

Date	Description	Price Including GST	Tick if scrapped
………….	……………………..	$…………………	……………………...
………….	……………………..	$…………………	……………………...
………….	……………………..	$…………………	……………………...

If the assets have been sold to the Trust by settlors of the Trust please also provide copies of the sale & purchase agreements and acknowledgement of debt.

		Yes or Attached	No or N/A
10	**Property Rateable Valuations:** Provide a copy of your latest Rateable Valuation for all land and buildings owned.	☐	☐
11	**Loans & Hire Purchase:** If any loans or hire purchase agreements have been raised or repaid during the year provide full details including all agreements, especially *solicitors statements*. Provide loan balances as at 31 March 2010.	☐	☐
12	**Purchase/Sale of Rental Property:** Please attach the purchase/sale agreement.	☐	☐
13	**Motor Vehicle Expenses:** If the trust owns a vehicle, please advise	☐	☐

		Yes or Attached	No or N/A
	proportion of business/beneficiary usage.		
14	**Fringe Benefit Tax Return:** Provide copies of all worksheets and returns filled during the year if the trust is registered with IRD as an employer and fringe benefits were provided to employees.	☐	☐
15	**Loss Attribution Qualifying Companies (LAQC):** Does the trust have an investment in a LAQC company? If yes, please provide a copy of the LAQC company's tax return and details of any distributions received during the year.	☐	☐
16	**Gifts/Loans Forgiven:** Provide details of any gifts or forgiveness of debt received by the Trust during the year	☐	☐
17	**Trustees:** Are any of the Trustees or the settlors situated outside New Zealand? This may give rise to tax considerations from overseas jurisdictions. Has there been a change in Trustees during the year? If so, provide brief details.	☐	☐
18	**Legal Fees:** Attach copies of all statements and correspondence where appropriate.	☐	☐
19	**Beneficiaries:** Have any of the beneficiaries who are to receive income from the Trust aged under 16 as at 31 March 2010. Please provide details of any minor beneficiaries (under the age of 20) and their birthdates.	☐	☐

Beneficiary	Birthdate
……………………………………………………	……/……./…….
……………………………………………………	……/……./…….
……………………………………………………	……/……./…….
……………………………………………………	……/……./…….

		Yes or Attached	No or N/A
20	**Other Information:** Is there any other information that you consider relevant to your financial statements. Please provide details.	☐	☐
21	**Additional Copies of Accounts** Copies to be sent to - (e.g. Banks, Lending Institutions and Co-Trustees etc).	☐	☐
22	**Bank Account Details:** If you would like your tax refund to be direct credited to your bank account, please provide bank account details.		

Account Name: _______________________

Account Number: | | | | | | | | | | | | | | | | | |

stephenson thorner LTD

Terms of Engagement

We confirm that the terms of the engagement are as follows:-

- That we have engaged Stephenson Thorner Limited to compile special purpose annual financial statements for tax and management purposes only and to complete the annual income tax return. Stephenson Thorner Limited has not been requested to perform an audit or review engagement.

- We accept and understand that Stephenson Thorner Limited will provide no assurances regarding the financial information resulting from the compilation process.

- We have provided all the information that is required to enable Stephenson Thorner Limited to complete the engagement.

- We accept the responsibility for the accuracy of the financial statements and the assertions contained in them. The responsibility of Stephenson Thorner Limited is to compile the financial statements from the data supplied by us.

- We accept and understand that Stephenson Thorner Limited will have no responsibility to third parties to whom we provide the financial statements and who may rely on them. Any copies of the financial statements which we distribute to third parties will have Stephenson Thorner Limited's Compilation Report and Disclaimer of Liability attached.

- We accept and understand that when applicable the financial statements will be prepared and presented in accordance with Generally Accepted Accounting Practice.

- We accept that we have primary responsibility for meeting our tax obligations. These obligations include keeping the required records, ensuring tax returns are true and correct, filing tax returns on time and meeting tax payment obligations.

- We accept responsibility for any additional tax, penalties and use of money interest that may be imposed (by way of audit activity or otherwise) by the Inland Revenue Department on information used to compile returns by Stephenson Thorner Limited.

- We accept that considerable uncertainty can arise when applying tax law to specific situations and Stephenson Thorner Limited cannot guarantee their advice will be accepted by the Inland Revenue Department.

- The aggregate liability (including interest and costs) of Stephenson Thorner Limited, to us, whether in contract or tort including negligence, resulting from all breaches of these Terms of Engagement, shall be limited to three times annual fees. In no circumstances will Stephenson Thorner Limited be liable to us for accidental, indirect, special or consequential losses or damages (including loss of profits) even if Stephenson Thorner Limited were advised of, knew, or should have known of the possibility of such losses or damages.

- We acknowledge and agree that, as part of the ongoing quality control initiatives of the New Zealand Institute of Chartered Accountants, files relating to assignments completed on my behalf may be examined on a random test basis by an official reviewer appointed by the Institute for this purpose.

We acknowledge and accept the terms of engagement summarised above and we instruct you to act as our income agent with the Inland Revenue Department and give you authority to link all tax types. We accept that this authority allows Stephenson Thorner to obtain information from Inland Revenue Department via telephone, facsimile, internet and mail.

Signed: .... Date: ..../........../..........