

CLIENT NAME: _____

2020/2021 QUESTIONNAIRE TRUSTS

BALANCE DATE: 31 MARCH 2021

**MTM ACCOUNTING LIMITED
PHONE: 974-4460
EMAIL: checklists@mtmaccounting.co.nz**

To: MTM Accounting Limited

We hereby instruct you to prepare the financial statements and taxation returns for the year/period ending 31/03/21. We undertake to supply all information necessary to carry out such services, and will be responsible for the accuracy and completeness of such information. Your services are not intended to, and accordingly will not result in the expression by you of an opinion on the financial statements in so far as third parties are concerned, or in the fulfilling of any statutory audit requirements. You are hereby authorised to communicate with Inland Revenue, our bankers, solicitors and finance companies to obtain such information as you require in order to carry out the above assignments.

We acknowledge that you will charge for your work based on time engaged and that invoices issued by you are payable by the 20th of the month following the date of the invoice unless a special arrangement has been made in writing. We agree that any working papers/schedules prepared by you remain your property, but that you will provide copies of anything relevant after all invoices have been paid. We agree to accept liability for your charges arising from those services we have asked you to undertake. Although your invoice may not be addressed to me, we accept liability for your charges for this work.

Client Signature

Contact Phone No: _____

Fax No: _____

Date

Cellphone: _____

Interest and Dividends

Provide details of all dividends and interest received either in a summary form showing the gross amount, imputation credits and resident withholding tax or withholding tax deducted, or by enclosing all advices (portfolio reports) received:

Provide details of all bonus issues received:

Other Income (attach a schedule with details)

- Rents received and expenses incurred (complete enclosed schedule).
- Partnership, Trust, Estates or Others
- Overseas income (Inland Revenue requires full details of any investments held outside of New Zealand).
- Other

Associated Entities:

Do you receive income from an associated entity? If so, please provide details.

Fixed Assets:

Attach details (preferably invoices) of fixed assets purchased or sold during the year, together with details of how the acquisitions were financed, for example, motor vehicles, plant and equipment, and properties. Where appropriate, advise details of trade-ins. Include details of any assets that have been scrapped or sold.

Other:

Do we have a copy of the Trust Deed? **YES/NO** If no, please provide one.

Did Gifting occur during the year? **YES/NO** If yes, please provide a copy of the Deed of Forgiveness of Debt showing the amounts gifted.

Any additional details that may be relevant.**CAANZ Practice Review:**

It is possible that your files may be selected for review, at random, by a member of the Practice Review Committee of the CAANZ. If you are not agreeable to this, please advise us.