**Financial Statements (B)(F) Questionnaire – 31st March 2019**

Ensure this questionnaire is completed, signed and included with your records

|  |  |  |  |
| --- | --- | --- | --- |
| Client Name |  | Phone: |  |
| Mobile: |  |
| Balance Date | **31st March 2019** | Fax: |  |
| Email: |  |

**To: Chartwell Accountants Limited**

#### Terms of Engagement

I hereby instruct you to prepare my Financial Year End Accounts and Taxation Returns for the year/period ending 31st March 2019. I undertake to supply all information necessary to carry out such services, and will be responsible for the accuracy and completeness of such information. I understand that you will rely upon the information provided by us. 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. I understand that during preparation of the Financial Statements and Taxation Returns you will not be specifically investigating non-compliance with laws and regulations – however, should anything come to light of this nature during this process, you will bring that to my attention.

I understand that the Financial Statements and Taxation Returns are prepared for my own use and to determine my taxation liabilities. If this should change in any material respect, I will inform you immediately. You will not accept any responsibility to any person, other than us, for the contents of the Financial Statements.

All other terms and conditions of this engagement are the same as those referred to in the Engagement Letter signed previously.

**Chartwell Accountants Limited** are hereby authorised to communicate with my Bankers, Solicitors, Finance Companies, Accident Compensation Commission and Inland Revenue, to obtain such information as you may require in order to carry out the above assignments, including utilising Inland Revenue Info Express and the new” Look Up Account Information” now available online at Inland Revenue website for Tax Agents.

I acknowledge that if I have to pay Tax on such a date, and if I do NOT have an IRD extension of time arrangement the 7th April payment will move back to 7 February. I acknowledge that if I have not been advised of such payments, it will be my responsibility to contact you to ascertain if tax is payable.

**WE UNDERSTAND PAYMENT OF ACCOUNTS ARE DUE IMMEDIATELY FOLLOWING INVOICE, UNLESS PRIOR ARRANGEMENT HAS BEEN MADE WITH CHARTWELL ACCOUNTANTS LIMITED. If any Invoice is not paid in full on time, interest will be charged at 13.5% p.a.**

**The fee of $185.00 plus GST will be charged for making payment arrangements with the IRD or ACC.**

**NOTE: Please take note there is going to be an increase in my fees from 1st April 2019 as it were necessary and to be market related.**

**By signing this letter of engagement, I agree with the condition of payment and adhere to this obligation.**

**Signature** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Date** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| --- | --- | --- | --- |
| **Nominated Bank Account for Refunds** | | | |
| **Address Details** | | | |
| Please advise of your current address |  | | | |
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|  |  | | | |
|  |  | | | |
|  |  | **Post Code:** |

**Section 1 – Business Expenses**

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| --- | --- | --- |
| **Records Required -** *(Where you prepare your own GST returns)* | **** | **Comment** |
| **Bank Statements, Cheque butts, Cash books, etc** | | |
| Where **no Cashbook** is supplied, please provide and **include one month past** balance date:   * 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   Where you supply a **written Cashbook**, please provide and **include one month past** balance date:   * 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   Where you supply a **computerised Cashbook**, please provide:   * Backup file 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 |                      |  |
| **Goods & Services Tax (GST) Returns** | | |
| * Please supply copies of Goods & Services Tax (GST) returns and work papers |  |  |

|  |  |  |
| --- | --- | --- |
| **Records Required -** *(Where Chartwell Accountants Limited prepares your GST returns)* | **** | **Comment** |
| **Final Bank Statement** | | |
| Supply a copy of your bank statement including any savings, call or term deposit accounts dated 31 March 2019 or spanning this date. |  |  |
|  |  |  |
| **Records Required -** *(All Clients)* | **** | **Comment** |
| **Loan Statements** | | |
| Supply a copy of any loan transaction statements for the financial year up to your balance date – 31 March 2019. |  |  |
| **Interest and Dividend Certificates** | | |
| Supply copies of certificates – balance date 31 March 2019. |  |  |
| **Accounts Receivable (Debtors) – see attached Schedule 1** | | |
| All accounts or amounts owing to you at balance date should be scheduled. **Exclude** any bad debts. To enable bad debts to be excluded from income, these must be written off prior to balance date. |  | Total at Balance Date:  $ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ GST Included  Excluded  |
| **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. |  | Total at Balance Date:  $ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ GST Included  Excluded  |

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| **Records Required** | | **** | | **Comment** |
| **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 * Has GST been accounted for to the Inland Revenue Department on the purchase and sale of these assets? | |              | |  |
| **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. | |  | |  |
| 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 | | |      |  |
| **Motor Vehicles** | **Home Office Expenses** | | | |
| The proportion of motor vehicle business use as established by your vehicle log book(s) is/are/or if no logbook was used:  **Vehicle Description: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  Business \_\_\_\_\_\_ km  Total \_\_\_\_\_\_ km  Percentage Business \_\_\_\_\_\_ %  **Vehicle Description: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  Business \_\_\_\_\_\_ km  Total \_\_\_\_\_\_ km  Percentage Business \_\_\_\_\_\_ %   * Please note that a detailed and accurate log book must be completed for a three month period every three years or vehicle expense claims will be limited to a maximum of 25% of expenses incurred, or provide odo meter readings 1 April and closing odo meter readings 31 March. * If you are operating as a Company, please indicate which vehicles you are currently paying Fringe Benefit tax for:   \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | If part of your home is set aside principally for use as an office/workshop/storage area, please provide the following details:  Area used for Business: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ m2  Total Area of House & Workshop: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ m2  Power $\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Insurance (Building & Contents) $\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Interest (House Mortgage) $\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Rates $\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Repairs & Maintenance $\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Other $\_\_\_\_\_\_\_\_\_\_\_\_\_\_  **Total $\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  Cost of House and Section $\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Cost of Section $\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Construction materials: (timber, brick, weather board etc)  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | |

**Section 2 – Trading Information**

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| Records Required | | | |  | Comments |
| Employers – Wages paid to Employees | | | | | |
| Please send a month-by-month summary of gross wages and PAYE deductions as returned to the IRD.  **OR**  Send a copy of your Employer Monthly Deduction Schedule (IR 348). | | |    | |  |
| **Fringe Benefit Tax (FBT) Returns** | | | | | |
| Supply copies of Fringe Benefit Tax (FBT) returns and work papers. | | |  | |  |
| Cash on Hand | | |
| \*Cash on Hand $\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date banked \_\_/\_\_/\_\_  Petty Cash $\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Till Floats/Cash Floats $\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \*(Include cash sales prior to balance date but not banked until after balance date) | | |      | |  |
| Stock on Hand | | |
| **Stock**  Stock should be physically counted at balance date and adequate records retained to substantiate the dollar value arrived at.  **Please note that if you estimate your stock to be less than $10,000 at the end of your income year, you may have the option of not physically counting your stock. In these circumstances we will assume that your closing stock is the same as your opening stock. Please indicate if you would like to use this option. (Please note that if your annual turnover is more than $1.3million, you are not able to use this option).** | | |    | | Valued at lower of:   * cost  * net realisable value  * market value    $\_\_\_\_\_\_\_\_\_\_\_\_\_\_ GST Included  Excluded  |
| **Work in Progress**  Include material costs, labour costs and overhead costs.  **Prepayments received** | | |    | | $\_\_\_\_\_\_\_\_\_\_\_\_\_\_ GST Included  Excluded  $\_\_\_\_\_\_\_\_\_\_\_\_\_\_ GST Included Excluded  |
| Transactions Not Through the Business | | | | | |
| Were all sales banked into your business trading bank account? Yes  No   If No, list amounts not banked and when they were lodged:  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | |  | | Personal $\_\_\_\_\_\_\_\_\_\_\_\_  Business $\_\_\_\_\_\_\_\_\_\_\_\_  Other bank accounts $\_\_\_\_\_\_\_\_\_\_\_\_ |
| **Non-Cancellable Lease Commitment** | | | | | |
| Supply a copy of document for lease of premises | | |  | |  |
| **Contingent Liabilities** | | | | | |
| Do you have any contingent liabilities as at balance date? Please supply details. | | |  | |  |
| **Related Parties** | | | | | |
| Have there been any transactions with related parties? (Entities with common shareholders, directors, trustees or beneficiaries). | | |  | |  |
| Private Use | | | | | |
| Value of goods taken for private use at their **cost** price. |  | $\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **GST Included**  **Excluded**  | | | |
| **Expenses paid in Cash or from Personal Funds** | | | | | |
| Please provide a list if applicable. |  |  | | | |
| Has the nature of your business changed in any way during the past 12 months?  *If yes, please provide brief details:*  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | |
| Have there been business factors which have affected your profitability?  *If yes, please provide brief details:*  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | |
| Where your business operates as a limited liability company, have there been changes in the details of any of the directors or shareholders? (E.g. Resigned, Appointed, Moved)  *If yes, please provide brief details:*  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | |

**ADDITIONAL**

**Section 3 – Rental Property Details**

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| --- | --- | --- |
| Rental Income and Expenditure | |  |
| Please supply bank statements clearly identifying and detailing all transactions that relate to the rental properties  **OR**  Please provide details of the following for each rental property (e.g. Cashbook, backup file etc). Use a separate sheet if necessary. If you have a Property Manager, please send us their End of Year Summary. | |    |
| **Income: Property 1 Property 2**  Total Rent Received $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  **Expenses:**  Rates $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Insurance $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Repairs and Maintenance (please attach details or invoices) $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Mortgage Interest (attach copy of loan summary/statements from bank) $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Details of any other expense relating to rental property:  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | |
| **Motor Vehicle Expenses** |  | |
| Details of visits to inspect property/conduct property business:  Date Details Kilometres  \_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  | |
| **Property Vacancy** |  | |
| If a property was not rented for a full 12 months, please provide details of why it was vacant  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  | |
| **Other Details Required** |  | |
| * Solicitors Settlement Statement * Sale and Purchase Agreement * Loan details for property purchased |      | |

**Section 4 – Trust Details**

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| --- | --- | --- |
| **Gifting Programme** | | |
| 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 \_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Major Transactions | | |
| Please provide a list of any major transactions that have occurred during the financial year that affect the Trust. |  |  |
| **Trust Details** | | |
| Have there been changes in the details of any of the Trustees or Beneficiaries? (E.g. Resigned, Appointed, Moved)  *If yes, please provide brief details:*  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | |

Thank you for completing this questionnaire

###### Don't forget to sign the front page

### Schedule 1 – Accounts Receivable (Debtors)

### *Amounts owing to you at 31 March 2019*

|  |  |
| --- | --- |
| Client Name |  |

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| --- | --- | --- | --- |
| Name of Debtor | Description of Sale | Code | Total Incl GST |
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| Totals |  |

### Schedule 2 – Accounts Payable (Creditors)

*Amounts owing by you at 31 March 19*

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| --- | --- | --- | --- |
| **Name of Creditor** | **Description of Goods** | **Code** | **Total Incl GST** |
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| **Totals** |  |

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