2019 TRUST INVESTMENT INCOME
QUESTIONNAIRE

Trust Name: ____________________

Contact Person: ____________________ **Phone Number:** ____________________

Email Address: ____________________ **Fax Number:** ____________________

Your time and effort in completing this form is much appreciated by the team at Vision Accounting Solutions Ltd.

		YES	NO	If 'YES', Enclose docs or Complete Section Below
1.	What accounting systems have you used during this financial year?			
	- A complete computerised accounting package (e.g. MYOB or Xero)?	☐	☐	A1
	- A manual system or no system?	☐	☐	A2
2.	Did you have any Loans, Hire Purchase or Lease Agreements during the year?	☐	☐	L5
3.	Have you purchased or disposed of any Business/Trust assets during the year?	☐	☐	F1
4.	Did the Trust receive any Interest or Dividends during the year?	☐	☐	☐
5.	Did you buy or sell a Business, Real Estate or Investments during the year?	☐	☐	A3
6.	Did the Trust receive any Foreign Income or incur Foreign Expenses?	☐	☐	☐
7.	IN ALL CASES, PLEASE COMPLETE SECTION A4	☐		A4
8.	IN ALL CASES, PLEASE SIGN THE DECLARATION AT A6	☐		A6

A1. Computerised Accounting Systems

What system are you using? System ____________ Version ____________

User Name ____________ Password ____________

Please provide the following records:	Enclosed	N/A
- Bank Statements at 31 March 2019 for all accounts	☐	☐
- A backup disk or USB stick for your financial year **or**	☐	☐
- Access to your accounting system, **or**	☐	☐
- Copies of the following reports printed from your system:		
- Annual Summarised General Ledger	☐	☐
- Annual detailed General Ledger	☐	☐
- Bank Reconciliations as at Balance Date	☐	☐

A2. Manual Cashbook or no system

Please provide the following records:	Enclosed	N/A
- Your cashbook (if one is kept)	☐	☐
- Bank reconciliation as at balance date (if completed)	☐	☐
- Cheque books and Deposit Books for the full year	☐	☐
- Bank Statements for the full year - for all accounts	☐	☐

If no cashbook has been kept, please ensure the following
- All **cheque butts** are **completed** in full, or detailed on the bank statements.
- Any **direct debits** or **eftpos** transactions are **detailed** on the bank statements
- The source of all **deposits** are clearly **identified** on the bank statements

L5. Loans, Hire Purchase and Lease Agreements

Please provide the following records:	**Enclosed**	**N/A**
- Copies of any new agreements.	☐	☐
- Details of any agreements repaid or refinanced during the year	☐	☐
- Confirmation of loan balances as at balance date	☐	☐
- Loan account statements if available	☐	☐

F1. Assets

Please provide the following records:	**Enclosed**	**N/A**
Purchases		
- A detailed list of any assets purchased during the year including the date purchased, purchase price (GST inclusive) and advising if the asset purchased was new or second hand	☐	☐
- Copies of invoices for any assets over $500 in value	☐	☐
Sales		
- A detailed list of any assets sold including the date sold and sale value	☐	☐
Disposals/Write Offs		
- A detailed list of any assets written off/disposed of for no value during the year and the reason for the write off/disposal	☐	☐

A3. Buying/Selling Investments, Real Estate or a Business

- A copy of all documentation **including legal settlement statements Sale and Purchase Agreements and Valuations**	☐	☐

A4. General (to be completed in all cases)

Please provide the following records:	**Enclosed**	**N/A**
- Details of any changes in Trustees (including the name and contact details for a new Trustee, the name of an existing Trustee, and the date of the change)	☐	☐
- Details of any changes in Beneficiaries during the year (including the name, date of birth, address and IRD number of any new beneficiary and the date of the change)	☐	☐
- Copies of any Deeds of Acknowledgement of Debt or Forgiveness in Reduction of Indebtedness actioned during the year	☐	☐
- Details of any Gifts made to the Trust during the year (including copies of Gift Statements)	☐	☐
- Details of the Taxable Income of any beneficiary that we do not complete a personal Income Tax Return for	☐	☐
- Details of any beneficiary expenditure that was not paid through the Trust	☐	☐

Please supply the following information:	**Enclosed**	**N/A**
1. Copies of all Insurance/Work Place Accident Insurance/ACC invoices.	☐	☐
2. Copies of any invoices relating to repairs and maintenance where the amount incurred exceeds $500.	☐	☐
3. Details of any Contingent Liabilities or future commitments (including lease commitments), for example guarantees provided by the business or a commitment to buy a large capital item.	☐	☐
10. Details of any other matters which you feel might be relevant to determining the tax position of the trust for the financial year	☐	☐

A5. Bank Account Details

If you are due a tax refund, it is more efficient to have this directly credited by the IRD
Please provide us with your preferred bank account details

Bank	Account Number:	

A6. DECLARATION

I accept responsibility for the accuracy and completeness of the information supplied in this questionnaire which is to be used in the preparation of my financial statements. You are not to complete an audit, nor do I wish you to undertake a detailed review of my affairs in order to substantiate the accuracy of my information, and therefore you are not asked to provide any assurance on my financial statements. I understand your work cannot be relied on to detect error and fraud and that you accept no liability for the accuracy and completeness of the information supplied by me. I further understand that the financial statements will be prepared at my request and for my purposes only and that you will not be liable for any losses, claims or demands by any third person.

I also accept responsibility for all other records and information supplied to Vision Accounting Solutions Ltd other than those listed above. I accept responsibility for any failure by me to supplу all relevant records and information.

I ………………………………………………. hereby authorise Vision Accounting Solutions Ltd to obtain from any third party any records or information you require for the purpose of preparing my Financial Statements and Income Tax Returns and accordingly any such third party is authorised to provide Vision Accounting Solutions Ltd with information required.

Signed: ______________________________

Date: ____________________