

ECOVIS KGA LIMITED

2017 Financial Statements Trust Questionnaire

Ensure this questionnaire is completed and included with your records that are sent to us.

Please complete a separate questionnaire for each trust.

Client Name			
IRD Number		Balance Date	

To: ECOVIS KGA Limited

Terms of Engagement

I/We hereby instruct you to prepare my/our Financial Statements and Taxation Returns for the year/period ending 31 March 2017. I/We undertake to supply all information necessary to carry out such services, and will be responsible for the accuracy and completeness of such information. I/We understand that you will rely upon the information provided by me/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/We 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/our attention.

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

I/We accept that all advice given to us is based on applicable tax legislation at the current time. If for any reason the law changes after completion of reports, ECOVIS KGA Limited will in no way be held responsible.

I/We will only accept tax advice given by a director and principal of the firm in writing.

All other terms and conditions of this engagement are the same as those referred to in the original Engagement Letter I/We signed when I/We became a client.

I/We understand that your fees are based on the time it takes to do the work and the qualifications, experience and expertise of the people involved. I/We accept that all accounts are due for payment on the 20th of the month following invoice date and also that you have the right to charge interest on overdue accounts at the rate of 1.5% per month. The charging of such interest will be at the discretion of ECOVIS KGA Limited. I/We accept that any collection costs incurred by ECOVIS KGA Limited will be fully recoverable from me/us.

ACC

I authorise ECOVIS KGA Limited to act as my agent for ACC levy purposes for all associated entities. This authorisation allows ECOVIS KGA Limited to query and change information on my ACC levy account(s) through ACC staff and through ACC Online Services.

Tick if you do not wish to authorise ECOVIS KGA Limited to act as your agent for ACC levy purposes.

I confirm that I am the authorised person to sign the Tax Agent's Authority to Act.

I/We have read and understand your and our responsibilities as set out in **Appendix 1**.

Signature _____

Date _____

Name _____

Position _____

Appendix 1

1. Our responsibilities:

- 1.1. We will use our professional skills to undertake the work you require of us. This work will be performed in accordance with Service Engagement Standard No.2 Compilation of Financial Information issued by Chartered Accountants Australia and New Zealand (CAANZ).
- 1.2. Annual financial statements for applicable reporting entities will be prepared in accordance with the Financial Reporting Act 2013 and other applicable legislation. These are general purpose reports and must be prepared in accordance with generally accepted accounting practice in New Zealand. If necessary, additional explanations will be added to ensure that a true and fair view is given.
- 1.3. Where generally accepted accounting practice reporting does not apply, financial statements will be prepared in accordance with the applicable legislation. For most “non-large” companies and partnerships, together with trusts, sole traders and other entities (excluding registered charities) where the format of financial statements is not dictated by legislation, we will prepare special purpose annual financial statements according to the principles contained in the Tax Administration (Financial Statements) Order 2014. Periodic accounts for management purposes are not governed by legislation and will be prepared on the basis requested by management.
- 1.4. The general basis of accounting used to compile the financial statements will be described in the notes to the financial statements together with any significant departures from that basis. Significant departures will also be referred to in our compilation report (see 1.7 below).
- 1.5. We will inform you of any suspicions of omissions or irregularities that come to our notice through the course of our engagement but this is not our primary function or responsibility.
- 1.6. We will provide a compilation report on all annual financial statements that include a balance sheet. An example of a typical report can be provided to you on request.
- 1.7. We retain legal ownership of working papers prepared by us.
- 1.8. We will not conduct an audit, review or any other independent verification work.
- 1.9. Consequently, we will not express any kind of opinion on the accuracy of the material we compile or its suitability for any purpose.
- 1.10. We will not necessarily establish or maintain independence. It is not a professional requirement to be independent before carrying out compilation work of this nature. However, any other relationship will be described in our compilation report.
- 1.11. We will not accept liability in negligence or for any other reason to anyone but you and your enterprises listed at the head of the main letter. A disclaimer to this effect will be included in our compilation report.
- 1.12. We will explain or redraft any element of these terms to ensure that you understand them and think they are reasonable.

2. Your responsibilities

- 2.1. You remain responsible for the reliability, accuracy and completeness of the financial information compiled, including tax returns. You will delegate certain tasks to us from time to time and those will be tabled separately. We are responsible for carrying out those tasks in a professional manner. You cannot abrogate the ultimate responsibility for ensuring that the financial information is compiled properly.
- 2.2. You will inform us if the information we compile is intended to be disclosed to any person or body and how they are expected to use it. This does not apply to:
 - 2.2.1. the directors, shareholders, trustees, partners or equivalent office holders of your enterprises as listed on the letter of engagement; and
 - 2.2.2. the Inland Revenue Department.
- 2.3. You confirm that we have authority to communicate with and obtain information from any third party if the information sought is relevant to our work.
- 2.4. You agree that CAANZ may have access to the records and information we hold that support our working papers. This is an essential part of CAANZ's quality assurance function. The likelihood that any particular engagement is selected is very small. All CAANZ employees and contractors are required to maintain the strictest confidentiality.
- 2.5. You will advise us if any of these terms are unclear / not what you deem to be reasonable and we will explain or redraft to ensure you are satisfied. See 1.12 above.

Records Required	✓	Comment
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Bank Statements, Cheque Butts, Cash books, etc		
Where ECOVIS KGA Limited has access to your online software, please provide us with: <ul style="list-style-type: none"> • Final bank statements for the year for all bank accounts and credit cards 	<input type="checkbox"/>	
Where you supply a computerised Cashbook , please provide: <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 Statements for all bank accounts and credit cards at balance date • Transaction Listing for Accounts Payable and Accounts Receivable as at balance date 	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
Where you supply a written Cashbook , please provide and include one month past balance date: <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 	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
Where no Cashbook is supplied, please provide and include one month past balance date: <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 	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	

Loan Statements		
Supply a copy of all hire purchase, mortgage or other loan transaction statements for the financial year up to the balance date.	<input type="checkbox"/>	
Please provide details of securities held by the Lender(s) and the interest rate at balance date.	<input type="checkbox"/>	

Goods and Services Tax (GST) Returns		
Supply copies of GST returns and workpapers.	<input type="checkbox"/>	

Interest and Dividend Certificates		
Supply copies of all certificates.	<input type="checkbox"/>	

Foreign Currency Transactions		
If the trust has any offshore bank accounts, provide details and a copy of the bank statement(s) covering balance date.	<input type="checkbox"/>	
If the trust has entered into any forward exchange contracts, please provide a schedule of all contracts outstanding at balance date.	<input type="checkbox"/>	

Accounts Receivable (Debtors) – see Schedule 1 attached		
If no electronic file is supplied, please list amounts owing to the trust at balance date including name of debtor and age of debt. <u>Exclude bad debts.</u>	<input type="checkbox"/>	
List of bad debts and reason for debt being considered bad and action taken. To enable bad debts to be excluded from income, these must be written off prior to balance date.	<input type="checkbox"/>	

Accounts Payable (Creditors) – see Schedule 2 attached		
If no electronic file is supplied, please list amounts owing by the trust at balance date indicating name of creditor, amount and what the debt is for.	<input type="checkbox"/>	
Alternatively, mark on cheque butts or highlight in cash book those items in the month following your balance date, which should be included.	<input type="checkbox"/>	
Holiday pay or bonuses paid within 63 days of the balance date.	<input type="checkbox"/>	

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:		
<ul style="list-style-type: none"> • Hire purchase or loan agreements • Lease agreements • All legal statements and agreements • Trade-in details • Lost, stolen or scrapped items • Copy of tax invoices 	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
We recommend you review last year's fixed asset and depreciation schedule, included in the financial statements, to advise whether any assets should be written off or scrapped.		

Legal and Loan Documents		
Please attach any solicitor's statements and Sale and Purchase Agreements relating to any legal transactions during the year. Please 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 the trust owns.	<input type="checkbox"/>	
Legal fees – please provide copies of invoices for all legal fees if the total amount spent throughout the year exceeds \$10,000 excluding GST.	<input type="checkbox"/>	

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		
<ul style="list-style-type: none"> • Insurance Premiums • Legal fees • ACC Payments 	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	

Gifting Programme	
Please advise the date of gifts made to the 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 affected the trust.	<input type="checkbox"/>

Overseas	
<p>Has the trust received any overseas income, including overseas interest, dividends, wages received and taxation paid?</p> <p>Note: New Zealand residents are liable for tax on all world-wide income.</p> <p>If Yes, please provide details of the value and quantity of the investments held at any time during the financial year. Please provide the date, value and details of any purchases, sales and income (dividends).</p> <p>Please attach all of your investments advisor's reports. This information is required so we can calculate if any income needs to be declared under the FIF (Foreign Investment Fund) rules.</p>	<input type="checkbox"/>
Does the trust or any associated person hold shares in an overseas private company? If yes, please provide us with full details.	<input type="checkbox"/>

Residential Land Withholding Tax	
Has the trust sold residential property in New Zealand where Residential Land Withholding Tax has been deducted and paid to the IRD? If so, provide details e.g. IR1100 Residential land withholding tax return and other sale and purchase documents.	<input type="checkbox"/>

Mixed Use Holiday Home

Does the trust own a property (such as a holiday home or a bach) that is used privately and also to derive income? Yes
 No

Details of property: _____

Was the property empty for 62 days or more in the income year? Yes
 If yes, please complete the following section so we can determine the amount of allowable deductions. No

The number of days the property was empty during the income year: _____

The number of days the property was used by family or associated persons* during the income year: _____

OR

Where income from any person received was less than 80% of market rate: _____

*Associated persons include close relatives, or if owned by an entity, persons associated with the entity owning the property

Please provide the following information for each tenant that used the property during the year:

Name of tenant: _____
 Relationship to owner (if any): _____
 Amount of rent they paid: _____
 Dates rented (From:To): _____

If there is more than one tenant who used the property through the year, please attach details.

Expenses incurred in respect of the property (the list below is not exhaustive – details of all expenses will be required):

Cost of advertising for tenants	\$ _____
Cost of repairing damages caused by tenants	\$ _____
Number of days spent in the property while repairing damages caused by tenants	_____
Mortgage interest	\$ _____
Rates	\$ _____
Insurance	\$ _____
Repairs/maintenance for general wear and tear	\$ _____
Other (please give details)	\$ _____

Mixed Use Boat or Plane

Does the trust own a boat or plane (with a market value of \$50,000 or greater), that is used privately and also to derive income? Yes
 No

If yes, please provide details:

Description: _____
 Market Value: _____

Was the asset unused for 62 days or more in the income year? Yes
 If yes, please complete the following section so we can determine the amount of allowable deductions. No

The number of days the asset was unused during the income year: _____

The number of days the asset was used by family or associated persons* during the income year: _____

OR

Where income from any person received was less than 80% of market rate: _____

*Associated persons include close relatives, or if owned by an entity, persons associated with the entity owning the asset

For non-associated persons where payment received is at least 80% of market value:

Number of days the asset was used: _____

Income received: _____

Expenses incurred in respect of the asset (the list below is not exhaustive – details of all expenses will be required):

Cost of advertising and hireage	\$ _____
Cost of repairing damages caused by hireage	\$ _____
Operating costs / supplies	\$ _____
Insurance	\$ _____
Repairs/maintenance for general wear and tear	\$ _____
Other (please give details)	\$ _____

Thank you for completing this questionnaire

Please don't forget to sign the front page

Schedule 2 – Accounts Payable (Creditors)

Amounts owing **by** you at 31 March 2017

Client Name	
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Name of Creditor	Description of Sale	Code	Total (incl. GST)

Total	
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