

Trust Information Questionnaire Terms of Engagement

Client Name: _____

Contact Numbers: _____

E-mail: _____

Financial Year Ended: 31 March 2011

We appreciate the opportunity to work with you and this Agreement confirms the terms of our appointment to prepare Financial Statements and Tax Returns for you and your related entities, if any.

The attached Information Questionnaire must be completed as a requirement of the New Zealand Institute of Chartered Accountants and is used by us to obtain all relevant information and to assist us to prepare the Financial Statements and Tax Return(s). It is your responsibility to ensure the accuracy and completeness of the information as well as checking the final Returns for reasonableness and correctness.

It is important to understand that it is not our responsibility to detect error or fraud and that our work has been undertaken only for you. We are not responsible for any loss or claim by any third party.

Our fees are based on the time involved and invoices issued are payable by the 20th of the month following the date of invoice. Although the invoice may not be addressed to you personally this agreement confirms your acceptance of personal liability for the charges for work you have asked us to undertake.

Privacy Act restrictions mean that we cannot obtain information sometimes necessary to prepare your Financial Statements and Tax Return from your Bank or any other third party without your authority. If you do not wish us to have this authority please delete the following (authority granted).

You also give us authority to add you, and any associated entities (if required), to our tax agency list with Inland Revenue for all tax types. This enables us to obtain information as required from Inland Revenue by phone, fax, e-mail or via the internet. It will also allow us to check assessments and statements. The time checking assessments and statements and, if necessary, correcting IRD errors will be invoiced to you.

If you are in agreement with the terms of engagement as outlined above please sign below.

Yours sincerely

Curtis McLean Limited
P O Box 2293
Wellington
Ph: 04 384 5609
Fax: 04 385 1067

Signed

Dated

Records Supplied

- | | Tick Box |
|--|--------------------------|
| 1. Source Accounting Records. Either: - | |
| a) Cash Manager Transfer or Back-Up Disk, | <input type="checkbox"/> |
| or; | |
| b) MYOB Back-Up Disk, | <input type="checkbox"/> |
| or; | |
| c) Your own computer records including a transaction history Report, trial balance and preferably Profit & Loss Account and Balance Sheet, | <input type="checkbox"/> |
| or; | |
| d) An Excel Spreadsheet, | <input type="checkbox"/> |
| or; | |
| e) A balanced and reconciled cashbook,
(Also supply bank statements and copy of bank reconciliation) | <input type="checkbox"/> |
| or; | |
| f) Coded Bank Statements,
(This is one of the simplest methods of tracking income and expenditure. Please contact us if you wish to use this option) | <input type="checkbox"/> |
| or; | |
| g) Bank Statements with details of all income and expenditure either detailed on the cheque butts, the bank statements or on a separate listing. | <input type="checkbox"/> |
|
Note: If you supply us with a password protected disk, please write down the password here _____ | |
| 2. If the Trust is GST registered, Copies of GST Returns and workings for the year. | <input type="checkbox"/> |
| 3. Dividend PAYE and Imputation Credit Certificates.
(These are supplied when dividends are paid by a company.) Including notices' where dividends are reinvested. | <input type="checkbox"/> |
| 4. Overseas Shares and Investments. All dividend advice notices including those where dividends have been reinvested. A list of all shares and investments owned at 1 st April 2010 and 31 st March 2011 including name of company, # of shares, type of shares and if possible approx. cost. And details of all shares bought and sold between 1 st April 2010 and 2011. | <input type="checkbox"/> |
| 5. Interest RWT Certificates.
(These are supplied by your bank shortly after 31 March each year.) | <input type="checkbox"/> |
| 6. Copies of Loan Agreements taken out during the year. | <input type="checkbox"/> |
| 7. Copies of Term Loan statements showing interest and principal breakdown and closing balance. | <input type="checkbox"/> |
| 8. Copies of any savings, investment, term deposit statements for the year. | <input type="checkbox"/> |
| 9. Schedule of Trust expenses paid for personally that have not been reimbursed by the Trust. (Eg: personal cheque, cash, or credit card.) | <input type="checkbox"/> |

Records Supplied

10. If the Trust operated a rental property please complete the separate rental property questionnaire.
11. Accounts Receivable \$ _____
(This is money owed to the Trust which hasn't been received by the end of the financial year. Please attach a summary and state items that do not include GST.)
12. Accounts Payable \$ _____
(These are invoices which are dated during the financial year which the Trust had not paid by the end of the financial year. Please attach a summary and state the items that do not include GST (if applicable).)
13. Did the Trust purchase or sell any assets during the year?
YES/NO (delete one)
If YES, please provide details.
14. Details of any gifts made during the year.
(Please supply gifting statements)
15. Any other information you think may be relevant - attach details.