Annual checklist for trusts

For the year ended 31 March ________ *(If the trust doesn't have a March balance date please amend accordingly)*

(Note: Please use a separate new form for each trust. We are happy to receive all information electronically).

If this is a trading trust that runs a business, please use our **Annual Checklist for Businesses** instead**.**
If this is a trust that has rental properties, please use our **Annual Checklist for Rental Properties** instead**.**

Your trust's name: ______________________

1. TRUST DETAILS

Please provide any important changes or additional contact details below (This is optional).

Business telephone ____________________

Home phone ____________________

Mobiles ____________________ Person's name __________________

____________________ Person's name __________________

Email addresses ________________________________ Person's name __________________

________________________________ Person's name __________________

Fax _________________________

Preferred postal address _________________________

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Home address _________________________

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We welcome the names of your children (and ages) and close family if you wish to provide them.
(They're important to you so they're important to us) ___________________________________

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2. DO YOU USE A COMPUTERISED ACCOUNTING SYSTEM? YES / NO

Depending on the system you use, we may need printed copies of:

- Balance sheet (i.e. assets and liabilities in a Statement of Financial Position)
- Profit and Loss report (i.e. income/revenue and expenses in a Statement of Financial Performance)

If you use **Xero**, have we been invited in to your account?

If you use **MYOB**, what version do you use, and do we have a back-up file plus your username and password? *(You can email us a back-up file, or send in a memory stick or CD)*

For computerised systems please check that we can access the information below. If not, please supply the supporting information listed (as applicable to you).

3. CASHBOOK YES / NO

If you answered "no" at question 2, will you be supplying a cash book or bank statements so we have details of all income and expenses for the year?

We also welcome electronic bank statements / bank csv files.

4. BIG ISSUES?

Yes?	N/A?

Has there been:

- Changes in the Trust Deed? e.g.
  - Retirement or appointment of trustees?
  - Resettlements?
- Any major change from the last financial year? e.g.
  - Property purchases or sales?
  - Company share purchases or sales?
  - Large distributions of money or assets to beneficiaries?
- Major repairs?
- Any income or expenses not included in the information you are providing?
- Any family issues that may impact on the trust now or the future?
- Any move overseas by any trustee other than short holidays?

5. BANK RECONCILIATIONS

Yes?	N/A?

Were bank reconciliations done on the last day of the financial year for every account? This is very important. Please talk this over with us if you're unsure.

Please provide a copy of the bank statement(s) showing the balances of all bank accounts on the last day of the financial year (usually 31 March) as well as a Bank Reconciliation report where a computerised system is used.

6. LOANS

Yes?	N/A?

Please provide loan statements for the full financial year (this is ideal). At the very least we'll need the loan statement that shows the loan balance(s) on the last day of the financial year (usually 31 March).

If there are any hire purchase agreements in the trust's name (such as for cars), please provide details of those as well.

7. MONEY OWED *BY* YOU **(i.e. Creditors / Accounts Payable / Money owed by the trust). Note: *loans are covered further below.*** Provide a report from your system or a list of people who you owe money to at the end of the financial year (usually 31 March).	Yes?	N/A?
8. INVESTMENTS Please include details of any investments in managed funds, PIEs, companies, term deposits held as at the end of the financial year, bonus bonds, etc. For managed investments please provide a copy of the annual report which should have these details.	Yes?	N/A?
9. FIXED ASSET CHANGES Please provide details of the cost, selling price and trade-in value of property, vehicles, equipment, etc. bought, sold or traded in during the financial year. Please provide details of any renovation work or improvements made to any property.	Yes?	N/A?
10. DIVIDENDS RECEIVED, INTEREST RECEIVED Please include details (interest certificates, dividend statements, bonus bonds wins etc.) during the financial year. This will include dividends and interest from companies that you may operate yourselves. For managed investments please provide a copy of the annual report which should have these details.	Yes?	N/A?
11. REPAIRS & MAINTENANCE Details of significant repairs and maintenance, alterations and modifications to any family home, holiday home or other property?	Yes?	N/A?
12. LEGAL FEES Copies of all solicitors' statements for the work they've done.	Yes?	N/A?
13. GIFTS & ADVANCES Has the trust received any gifts or resettlements from other trusts or individuals during the year? Has the trust received any advances of money from any trustee, settlor or beneficiary during the year? Has the trust made any gifts or distributions during the year? Please provide details and note whether these are to be repaid or not.	Yes?	N/A?

14. OTHER NOTES AND COMMENTS

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Thank you! Please ask about anything that you are unsure about. If in doubt about whether to include something, we suggest you just include it.

If you have suggestions about how to improve this checklist please also let us know.

PRIVACY ACT

Signed agreement for directors and employees of Blackler Smith & Co. (BSCO Ltd) to be able to file tax returns for all tax types, obtain information from and provide information to: Inland Revenue Department regarding my/our tax affairs, ACC, our bank, lawyer, payroll provider and other advisors in respect of our business and taxation affairs. This may be by way of telephone, email/online services, fax, or in-person meeting on behalf of:

Signed and dated ________________________ _____/_____/202__