

TRUST

CLIENT NAME _____

INFORMATION REQUIRED FOR YOUR FINANCIAL REPORTS

Please ensure this form is completed in full and signed

☐ **MANUAL SYSTEMS**

- All Bank Statements, Cheque Butts and Deposit Slips
- Reconciled Cashbook (if prepared)
- Copy of any GST Returns and Workpapers

☐ **COMPUTERISED SYSTEM** (MYOB or other product) – NOT XERO

- Please send in a backup - (for MYOB please send both the Accountants Link download & backup separately)
- Bank statement(s) showing the 31 March 2019 balance for all bank accounts

☐ **INTEREST AND DIVIDENDS**

All Interest and Dividend Advice slips should be enclosed

☐ **OVERSEAS INCOME**

If the Trust received any income from overseas please enclose details including any tax deducted. If the trust received overseas dividends please advise:

- Cost price of each investment
- Market value of each investment on 1 April 2018 & 31 March 2019
- Any dividend income received and tax deducted

☐ **RENTAL INCOME**

If the Trust received rental income during the year please contact us for a Rental Checklist

☐ **OTHER INCOME**

Please attach details of any other income

☐ **FIXED ASSETS**

1. **Purchased**

Date	Description of Asset	Cost
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2. **Sold**

Date	Description of Asset	Trade In Details (if applicable)	Total Sales Price
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Please provide copies of any new Hire Purchase Agreements and copies of Solicitor's Settlement Statements for property sales/purchases.

☐ **INCOME BANKED**

Has all the Trust income been deposited into the Trust bank account? If not please provide details.

☐ **NON INCOME DEPOSITS**

Were all deposits made into your Trust bank account actually Trust income? If not please provide details.

☐ **EXPENSES PAID PRIVATELY**

Did you pay any expenses on behalf of the Trust that have not been reimbursed by the Trust? If yes, please provide details.

☐ **TRUST DISTRIBUTIONS**

Were there any distributions from the Trust to a beneficiary during the year? If yes, please provide details.

☐ **GIFTING**

Did the trust make or receive any gifts during the year? If yes, please provide copies of:

- Gift Statement(s)
- Deed(s) of forgiveness of debt

☐ **LEGAL MATTERS**

Please provide copies of any correspondence you had with your Trust Solicitor.

TERMS OF ENGAGEMENT

Financial Statements prepared by Toni Walker Ltd will carry the following Disclaimer of Liability

A compilation requires us to apply compilation procedures, in accordance with SES-2 Compilation of Financial Information, to compile (the financial information) from information which you have provided us. Those compilation procedures do not include the performance of an audit or review, nor do our procedures include verification or validation in respect of the information you provide or the financial information that is compiled from it.

Accordingly, neither I nor any of my employees accept any responsibility for the reliability, accuracy or completeness of the information from which the financial information has been compiled. The financial information is prepared at your request and exclusively for your benefit. Neither I nor any of my employees accept any liability of any kind whatsoever, including liability by reason of negligence, to either yourself or any other person for losses incurred as a result of placing reliance on the compiled financial information.

In order to assist in the preparation of the Financial Reports I hereby authorise Toni Walker Ltd to contact my bank, solicitor or other parties who may be able to assist directly.

CLIENT SIGNATURE _____ **DATE** _____