

## Financial Statements Questionnaire – 31 March 2022

Ensure this questionnaire is completed and included with your records

### PLEASE ENSURE you fill out the CLIENT NAME box, fill out the TRUST ADMINISTRATION QUESTIONNAIRE in Schedule 3 and get ALL APPROPRIATE SIGNATORIES to SIGN the document. (Only fill in any contact details that might have changed recently or you want to reconfirm contact details.)

Client Name		Phone:	
Balance Date	31 March 2022	Fax:	
		Email:	

### To: Co-Pilot Accounting 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 2022. 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.

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 also accept that Co-Pilot Accounting Limited has the right to charge interest on overdue accounts at the rate of 2% per month, and that all accounts are due for payment by the 20th of the month following invoice date. The charging of such interest will be at the discretion of Co-Pilot Accounting Limited. I/We accept that any collection costs incurred by Co-Pilot Accounting Limited will be fully recoverable from me/us\. I/We also accept that if I/We are entitled to any refunds from the Inland Revenue Department, then Co-Pilot Accounting Limited may deduct their accountancy fees from that refund if accounting Limited Trust Account, and then a cheque will be written out to Co-Pilot Accounting Limited. We will be supplying you with a statement of transactions for any monies gone through the Co Pilot Accounting Limited Trust Accounting Limited Trust Account after the end of the current financial year.

Authority is given to obtain information from Inland Revenue, other government agencies and financial institutions about all tax types (except child support), bank and loan accounts in order to complete the above assignments. This includes obtaining information through all Inland Revenue media and communication channels including electronic ones.

I/We have also instructed you to prepare our GST Returns on a regular basis. I/We accept that it is my/our responsibility to advise you of all relevant transactions on a timely basis as well as obtain valid tax invoices that comply with the GST legislation.

I/We authorise your organisation to act as our agent for ACC levy purposes for all associated entities. This authorisation allows your organisation to query and change information on my/our ACC levy account(s) through ACC staff, and through MyACC for Business. This authority will also allow your organisation's main representative discretion to delegate access to my/our ACC information to other members of your organisation. Other delegated members of your organisation will also be able to query and change information on my/our ACC levy account.

You are to represent me/us as my/our tax agent. All income tax returns will be signed by me/us however you are authorised to sign any other taxation return on behalf of myself/ourselves or any of my/our associated entities.



Name	IRD Number	Signature	Date

### If a trustee is a company

Under the Companies Amendment Act 2014 there is now a requirement for all directors to provide their place of birth and date of birth AND in addition, there must be at least one director that either lives in New Zealand; or lives in Australia and is a director of a company incorporated in Australia:

Director	Date of birth	City / Town of birth	Country of birth	Current residential address

Convenient time to call you is:	
Alternative phone numbers are:	
When do you want your accounts completed by?	
Would you like us to supply a copy to your bank?	Yes 🗌 No 📄 (Tick One)
If your accounts are to be supplied to your bank, please advise the name of your current bank manager:	



Records Required:	$\checkmark$	Comment:
Final Bank Statement		
Final bank statement for the year for all bank accounts		
Covid-19 Wage Subsidy and Small Business Loan		
Have you received the Wage Subsidy? (please note all dates and receipts)		Date rec:// \$
Have you received Resurgence Support Payments? (please note all dates and receipts)		Date rec:// \$
Have you received the Government Small Business Loan?		Date rec:// \$
Loan Statements		
Supply a copy of any loan transaction statements for the financial year up to your balance date, including loans that have been refinanced or repaid during the year.		
Interest and Dividend Certificates		
Supply copies of certificates.		
Accounts Receivable (Debtors) – see attached Schedule 1		
All accounts or amounts owing to you at balance date should be scheduled. Exclude bad debts. To enable bad debts to be excluded from income, these		Total at Balance Date: \$
must be written off prior to balance date.		GST Included 🗌 Excluded 🗌
Accounts Payable (Creditors) – see attached Schedule 2		
All accounts or amounts owing by you at balance date should be scheduled indicating name of creditor, amount and what the debt is for.		Total at Balance Date: \$ GST Included
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> <li>Hire purchase or loan agreements</li> </ul>		
<ul> <li>Lease agreements</li> </ul>		
<ul> <li>All legal statements and agreements</li> </ul>		
Trade-in details		
Lost, stolen or scrapped items		
<ul> <li>Insurance pay out</li> <li>Copy of Tax Invoices</li> </ul>		
A copy of last year's Asset and Depreciation Schedule is attached for your information. We suggest you review the schedule and indicate any assets that no longer exist.		
Other Non-Taxable Income	l	
Did you receive non-taxable income from any other sources?		
If Yes, please provide details.		
Legal and Loan Documents	I	
Please attach any solicitor's statements and Sale and Purchase Agreements relating to any legal transactions during the year. Please also include Statements and Agreements relating to any mortgages, hire purchase, leases or loans.		



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> <li>Insurance premiums</li> </ul>			
Legal fees			
<ul> <li>ACC payments and arrangements</li> </ul>			
Gifting Programme	r		
Please advise details of gifts made to your trust during the financial year. If you have copies of the gifting documentation from your solicitor, please attach.		Date of Gift Amount \$	
Please provide an acknowledgement of debts if available.			
Major Transactions			
Please provide a list of any major transactions that have occurred during the financial year that affect the Trust.			
Residential Land Withholding Tax			
Have you 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.			
Residential Property Sales			
Have you sold any residential property during the year (not otherwise detailed on the information provided)?			
If yes, when was the property purchased?			
If it was purchased with 10 years of the sale date,			
what was the original purchase price		\$	
• and the sale price?		\$	
• has it been used as your main home for the full time it has been owned? If not, please provide dates and details on the nature of the shared use.		*	
Mortgage Interest Paid on Residential Properties			
Have you incurred interest on residential properties owned (which is not your main family home)? Is the interest also against properties other than residential rentals? If so, please provide details of amount of interest and dates paid.			
Mixed Use Holiday Home			
Does this entity have a property (such as a holiday home or a bach) that is used	privat	ely and also to derive income?	
If yes, provide details of property:			
Was the property empty for 62 days or more in the income year? Yes No I If yes, please complete the following section so we can determine the amount of allowable deductions.			
Mixed Use Holiday Home – Information Required			
The number of days the property was empty 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 property			

# copilot accounting

If there is more than one tenant who used the property through the year, please attach details.          Name of tenant:	If there is more than one tenant who	used the property through the year in	lease attach details	Γ
Amount of rent they paid:       \$				
Amount of rent they paid:       \$	Relationship to owner (if any):			
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 S				
Cost of advertising for tenants       \$	Dates rented (From: To)			
Cost of advertising for tenants       \$				
Number of days spent in the property while repairing damages caused by tenants   Mortgage interest   Rates   Rates   Insurance   Repairs/maintenance for general wear and tear   Other (please give details) :   Mixed Use Boat or Plane   Does this entity have 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, provide details:   Description:   Market value:   \$		property (the list below is not exhaust	ive – details of all expenses will be required): \$	
Mortgage interest       \$         Rates       \$         Insurance       \$         Repairs/maintenance for general wear and tear       \$         Other (please give details) :       ************************************	Cost of repairing damages caused	by tenants	\$	
Rates \$	Number of days spent in the proper	ty while repairing damages caused by	tenants	
Insurance \$   Repairs/maintenance for general wear and tear \$   Other (please give details) :	Mortgage interest		\$	
Repairs/maintenance for general wear and tear \$	Rates		\$	
Other (please give details) :   Mixed Use Boat or Plane   Does this entity have 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, provide details: Description: Market value: \$	Insurance		\$	
Mixed Use Boat or Plane         Does this entity have 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, provide details:         Description:         Market value:       \$		ear and tear	\$	
Does this entity have 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, provide details:	Other (please give details) :			
Does this entity have 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, provide details:	Mixed Use Bost or Plane			
derive income? Yes No   If Yes, provide details:   Description:   Market value:   \$	Mixed Use Boat of Flame			
If Yes, provide details: Description: Market value: \$ Was the asset unused for 62 days or more in the income year? Yes \_ No \_ If yes, please complete the following section so we can determine the amount of allowable deductions. <b>Mixed Use Boat or Plane – Information Required</b> The number of days the asset was <b>unused</b> 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 property 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 property (the list below is not exhaustive – details of all expenses will be required): Cost of advertising for hireage Cost of repairing damages caused by hireage Operating costs / supplies Insurance Repairs/maintenance for general wear and tear	Does this entity have a boat or plan	e (with a market value of \$50,000 or g	reater), that is used privately and also to	
If Yes, provide details: Description: Market value: \$ Was the asset unused for 62 days or more in the income year? Yes \_ No \_ If yes, please complete the following section so we can determine the amount of allowable deductions. <b>Mixed Use Boat or Plane – Information Required</b> The number of days the asset was <b>unused</b> 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 property 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 property (the list below is not exhaustive – details of all expenses will be required): Cost of advertising for hireage Cost of repairing damages caused by hireage Operating costs / supplies Insurance Repairs/maintenance for general wear and tear	derive income?		Yes 🗌 No 🗍	
Description:	If Vac provide detailer			
Market value: \$   Was the asset unused for 62 days or more in the income year? Yes \_No \_   If yes, please complete the following section so we can determine the amount of allowable deductions. Mixed Use Boat or Plane - Information Required   The number of days the asset was unused during the income year	•			
Was the asset unused for 62 days or more in the income year? Yes No   If yes, please complete the following section so we can determine the amount of allowable deductions. <b>Mixed Use Boat or Plane – Information Required</b> 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 property For non-associated persons where payment received is at least 80% of market value: Number of days the asset was used: Income received: \$				
If yes, please complete the following section so we can determine the amount of allowable deductions.          Mixed Use Boat or Plane – Information Required         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 property         For non-associated persons where payment received is at least 80% of market value:         Number of days the asset was used:         Income received:       \$		_		
Mixed Use Boat or Plane – Information Required         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 property         For non-associated persons where payment received is at least 80% of market value:         Number of days the asset was used:         Income received:       \$	Was the asset unused for 62 days	or more in the income year?	Yes 🗌 No 🗌	
The number of days the asset was unused during the income year	If yes, please complete the following	g section so we can determine the amo	ount of allowable deductions.	
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 property   For non-associated persons where payment received is at least 80% of market value:   Number of days the asset was used:   Income received:   \$	Mixed Use Boat or Plane – Inf	ormation Required		
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 property   For non-associated persons where payment received is at least 80% of market value:   Number of days the asset was used:   Income received:   \$	The number of days the asset was	unused 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 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 property (the list below is not exhaustive – details of all expenses will be required): Cost of advertising for hireage Cost of repairing damages caused by hireage Operating costs / supplies Insurance Repairs/maintenance for general wear and tear Factors of general wear and tear			during the income year	
For non-associated persons where payment received is at least 80% of market value:   Number of days the asset was used:   Income received:   \$	OR where income from any person	received was less than 80% of market	rate	
Number of days the asset was used:   Income received:   \$	* Associated persons include close relat	ives, or if owned by an entity, persons asso	ciated with the entity owning the property	
Income received: \$	For non-associated persons where	payment received is at least 80% of m	arket value:	
Expenses incurred in respect of the property (the list below is not exhaustive – details of all expenses will be required):   Cost of advertising for hireage   Cost of repairing damages caused by hireage   Operating costs / supplies   Insurance   Repairs/maintenance for general wear and tear	Number of days the asset was used	I:		
Cost of advertising for hireage\$	Income received:	\$		
Cost of repairing damages caused by hireage\$Operating costs / supplies\$Insurance\$Repairs/maintenance for general wear and tear\$		property (the list below is not exhaust		
Operating costs / supplies       \$		by hireage		
Insurance \$\$		-		
Repairs/maintenance for general wear and tear \$				
	Repairs/maintenance for general w	ear and tear		



Cryptoassets	
<ul> <li>Have you received or traded in cryptoassets during the income year? If so, please provide the following information:</li> <li>The type of cryptoasset</li> <li>For each transaction provide the date, type of transaction i.e. received or disposed of, number of units, value in NZD</li> <li>Total units of each cryptoasset held at the beginning and end of the year</li> <li>Exchange records and bank statements</li> <li>Wallet addresses</li> </ul>	

### Thank you for completing this questionnaire Don't forget to sign it



## Schedule 1 – Accounts Receivable (Debtors) Amounts owing to you at 31 March 2022

Client Name	

Name of Debtor	Description of Sale	Code	Total Incl GST

Totals

# Schedule 2 – Accounts Payable (Creditors) Amounts owing by you at 31 March 2022

Name of Creditor	Description of Goods	Code	Total Incl GST



### Schedule 3 – Trust Administration Questionnaire - 31 March 2022

We appreciate that where we are the independent trust we may have attended to the necessary documentation requested below. However, because of the potential income tax implications of not documenting such matters on a timely basis, please answer the following questions, details can be added in the Notes sections below:

> Please note: if your trust has a rental property you will also need to complete an Additional Rental questionnaire.

Have there been any changes in Trustees during the year? YES / NO	
Have there been any major changes to the Trust's activities? YES / NO	
Have there been any distributions of cash, investments or property to Beneficiaries during the year? YES / NO	
Have there been any advances to Trustees or Beneficiaries during this year? YES / NO	
Does the Trust have a Memorandum of Wishes?	YES / NO
If Yes, when was it last reviewed?	
Do you wish to discuss any trust related issues with us?	YES/NO
Have you also completed an Additional Rental Questionnaire if required?	YES / NO

Notes: