

Investment Trust End of Year Checklist – 31 March 2024

Ensure this checklist is completed and included with your records

Client Name		Phone:	
Balance Date	31 March 2024	Fax:	
		Email:	

To: Walthall Ward Limited

Client Acceptance

I/We understand that you will rely upon the information provided by me/us to prepare our financial statements, and I/we accept responsibility for the accuracy and completeness of the information provided. You are not instructed to undertake a detailed review of my/our affairs or a statutory audit. I/We understand that you are not able to provide any assurance on my/our financial statements and that you accept no liability for the accuracy and completeness of the information supplied by me/us.

I/We understand that the Financial Statements and Taxation Returns are prepared at my/our request and for my/our own use. You will not accept any responsibility to any person, other than me/us, for the contents of the Financial Statements and tax returns.

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.

You are hereby authorised to communicate with my/our bankers, solicitors, finance companies and all government agencies to obtain such information as you require in order to complete the above assignments. I/we authorise you to obtain information from Inland Revenue about all tax types except child support (NCP or CPR) in order to complete the above assignments. This includes obtaining information through all Inland Revenue media and communication channel.

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.

Signature _____

Date _____

Convenient time to call you is:	
Alternative phone numbers are:	
When do you want your accounts completed by?	
Would you like the signature pages to be sent electronically through Docusign?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Would you like us to supply a copy to your bank?	Yes <input type="checkbox"/> No <input type="checkbox"/>
If your accounts are to be supplied to your bank, please advise the name of your current bank manager:	
<p>Has the nature of your Trust changed in any way during the past 12 months? If yes, please provide brief details:</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p>	

Domestic Trusts IRD Additional Reporting Requirements Checklist

Trusts with assessable income above the minimum threshold have increased disclosure requirements. This includes the requirement to prepare a statement of Profit and Loss and a Statement of Financial Position (Balance Sheet), together with details of beneficiaries and distributions received.

We will be in contact with you during the course of preparing your financial statements to advise you of the information we require.

Trust Clients

- Please provide information regarding changes to the Trust (including trustee/beneficiary changes, child beneficiary ages, etc), together with copies of any Deeds of Variation, Deeds of Retirement or Deeds of Appointment
- Please provide copies of any Deeds of Acknowledgement of Debt or Forgiveness of Debt during the year
- Please provide details of any gifts made to the Trust during the year

Records Required	Comment
<p>Are your bank transactions processed through an accounting software package, such as:</p> <p><input type="checkbox"/> MYOB</p> <p><input type="checkbox"/> Xero</p> <p><input type="checkbox"/> Other (please specify) _____</p> <p>If not, please provide the following:</p> <p><input type="checkbox"/> Written cashbook, or</p> <p><input type="checkbox"/> Bank statements and cheque books</p>	
Source Documentation Required	
<p><input type="checkbox"/> Bank statements for all business accounts as at balance date of 31 March to confirm the closing balance of each account</p> <p><input type="checkbox"/> Loan statements to 31 March</p> <p><input type="checkbox"/> Legal invoices and statements, and sale and purchase agreements, relating to any legal transactions during the year</p> <p><input type="checkbox"/> Interest and dividend certificates</p> <p><input type="checkbox"/> Overseas income details</p> <p><input type="checkbox"/> Details of shares sold and purchased during the financial year</p> <p><input type="checkbox"/> Details of any cryptoassets traded or received during the year, including date, type of transaction, number of units, value in NZD</p> <p><input type="checkbox"/> Portfolio/Managed Fund Investment Reports</p> <p><input type="checkbox"/> Forest Investment Reports</p> <p><input type="checkbox"/> Rental, Partnership or Business Income – please complete separate Business or Rental Checklist</p>	
Assets	
<p>Have you purchased a property (other than your home) after 29 March 2018 and sold it within a 5 year period? Was this property a new build that received a Code of Compliance after 27 March 2020? Have you purchased a property (other than your home) after 27 March 2021 and sold it within a 5 year period (for qualifying new builds) or within 10 years for all other properties?</p> <p>Please provide details of any Trust assets bought, sold or disposed of during the year (including family home)</p>	

Thank you for completing this checklist - don't forget to sign it

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