

Trust/Estate Name:			
Postal Address:			
Mobile Phone:		Email:	

*Please ensure this questionnaire is completed and included with your records*

**Please provide the following:**

- ☐ Final bank statements for **all** bank accounts, showing closing balance/s on 31 March 2025\*.
- ☐ Copy of **all** loan statements for the **full** financial year ending 31 March 2025.
- ☐ Copy of Term Deposit documentation (if applicable)
- ☐ Copy of **all** interest & Dividend Certificates.

\*If we do not capture your bank transactions in Xero automatically, please email [office@businessworks.co.nz](mailto:office@businessworks.co.nz) :

- ☐ Exported bank transactions in a CSV file format for each bank account for the full financial year - (please don't hesitate to contact us if you're unsure how to do this).

**Please also complete/provide the following where applicable:**

*If not applicable, please write N/A*

**1. GST Returns (If not prepared by us):**

- ☐ Please supply copies of GST returns and workpapers if you are GST registered

**2. Expenses (new transactions between 1 April 2024 & 31 March 2025)**

- ☐ Copy of relevant Insurance invoice/s
- ☐ Attach copies of invoices relating to any assets purchased (over \$1,000 excl. GST - if not already supplied)
- ☐ New Hire purchase or loan agreements
- ☐ New Lease agreements
- ☐ New Sale & Purchase agreements, associated legal statements & loan documents
- ☐ Please also review your Asset Schedule included in the last year financials & advise of any items that are no longer available (please contact us if you need a copy).

**Gifting Programme**

Please advise the date of gifts made to/from the Trust during the financial year. If you have copies of the gifting documentation from your solicitor, please attach this.

**Details of Gifting and Date:**

**\$ Value of Gift:**

_____
_____
_____
_____

\$ _____
\$ _____
\$ _____

Major Transactions	
Please provide details of any 'major' transactions that have occurred during the financial year that affect the Trust.	
<b>Details of Transaction/s &amp; Date</b> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>	<b>\$ Value of transaction:</b> \$ <hr/> \$ <hr/> \$ <hr/> \$ <hr/> \$ <hr/>

**Schedule 1 – Accounts Receivable (Debtors)**  
 Amounts owed to the Trust at 31 March 2025

Name of Debtor	Description of Sale	Code	Total Incl GST
Total			

**Schedule 2 – Accounts Payable (Creditors)**  
 Amounts owed by the Trust at 31 March 2025

Name of Creditor	Description of Goods	Code	Total Incl GST
Totals			

To: Business Works Chartered Accountants Ltd

**To: Business Works Chartered Accountants - Terms of Engagement**

I/We hereby instruct you to prepare my/our Financial Statements & Taxation Returns for the year/period ending 31 March 2025. I/We undertake to supply all information necessary to carry out such services & will be responsible for the accuracy & completeness of such information. I/We understand that you will rely upon the information provided by me/us. Your services are not intended to & 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 & Taxation Returns you will not be specifically investigating non-compliance with laws & 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 & Taxation Returns are prepared for my/our own use & 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.

I/We also accept that you have the right to charge interest on overdue accounts at the rate of 1.5% per month, & that all accounts are due for payment by the 20<sup>th</sup> of the month following invoice date. The charging of such interest will be at your discretion. I/We accept that any collection costs you incur will be fully recoverable from me/us.

You are hereby authorised to communicate with my/our bankers, solicitors, finance companies & all government agencies to obtain such information as you require to complete the above assignments. 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.

All other terms & 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.

**Signature** \_\_\_\_\_

**Date** \_\_\_\_\_