



WBB Chartered Accountants Ltd

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2010 TRUST CHECKLIST

TRUST NAME:

Provided to us last year

Please complete details on this form where possible. YES NO

TRUST BUSINESS INFORMATION

Has there been any major change in the nature of your Trust activities, or significant event during the financial year that we should be aware of? *If yes, please provide details on the back page or additional paper if needed.*

Have there been any changes in Trustees or Beneficiaries during the year?

Please indicate your method of bank account processing- Banklink /MYOB/Moneyworks/Other_____

MYOB Password (if any) and version number. _____

Did you bank all your income into a bank account?: *If not, please provide details.* \$_____

PLEASE PROVIDE COPIES & DETAILS OF THE FOLLOWING:

GST returns and workings or GST computer printouts.

FBT returns and your workings.

Bank statements relating to any bank loans (existing or new) for the full year confirming annual interest paid.

New hire purchase, finance lease, operating lease etc documents.

A summary of gross wages/PAYE for the year, together with supporting documents.

List of any business expenses paid for by personal cash, cheque, credit card.

ACC and Insurance Invoices for the year.

Details of overseas travel expenses.

Copy of all donation receipts.

Bank Statement(s) at balance date.

FIXED ASSETS

Have you purchased any assets (costing >\$500)?
Please provide a copy of the tax invoice, and finance details if applicable.

Have you sold/dispensed/traded in any assets during the year? *If so provide details.*

Have you written off any assets during the year? *Please note these changes on last year's asset schedule and attach.*

Has the trust purchased or sold any Property?
Please provide copies of:

Valuations

Certificates of title

Sale and purchase agreements

Solicitors statements

Refinancing details

Deeds of acknowledgement of debt

ACCOUNTS RECEIVABLE (DEBTORS)

What is the total amount (including GST) owed to you by your customers at the end of the year?
Please provide a list or computerised aged trial balance. \$_____

ACCOUNTS PAYABLE (CREDITORS)

- What is the total amount (incl GST) owed by you to your suppliers at the end of the year? \$ _____
Please provide a list classified into expense categories, or a computerised aged trial balance.

TERM BORROWINGS

- Have you refinanced, commenced, repaid in full any loans during the year? *Please provide details.*

CONTINGENT LIABILITES

- Please supply details of any matters which may lead to a future liability which remains uncertain at year end.

INVESTMENTS

- Does your trust have any investments, shares, etc, savings accounts or term deposits?
Please provide details of any sales or purchases during the year. Attach copies of any dividend/interest certificates. Please note that this includes any overseas investment/ accounts.

STOCK ON HAND/WORK IN PROGRESS

- What is the value of stock on hand at year end (excluding GST)? \$ _____
*Please indicate if your stock is valued at cost, market value or replacement price.
Do not include in your total any stock held on consignment (i.e. a sale or return basis).
You should have done a physical stock count and kept adequate records to substantiate your figures.*
- What is the value of work in progress at year end (excluding GST)? \$ _____
Attach full details of your calculation.
- Has any stock been taken during the year for your personal use? *If yes, please provide details.*

BENEFICIARIES

- Please provide names and date of birth for all child beneficiaries (*less than 16 years old*).
- Please provide details of any changes in child beneficiaries financial circumstances.
- Please provide details of income from other sources for all child beneficiaries'.
- Please provide details of payments made on behalf of beneficiaries not paid through trust bank account.

SOLICITORS STATEMENTS

- Please supply copies of all solicitors statements for any trust transactions made during the year.
Examples of these may be:
- Sale and purchase agreements for disposal or purchase of property, shares or other investments.
- Trust Resolutions made, such as appointment and removal of trustees or beneficiaries.
- New Deeds made, such as gifting or increase in debt.
- Copies of invoices for all legal fees paid during the year.

OTHER INFORMATION

If you have any other information, which you feel may be relevant to, or included in your Financial Statements that has not been included in the above questions, please attach full details.

I confirm that I have examined all matters mentioned above and provided you with all relevant details as requested. I accept responsibility for the accuracy and completeness of the information supplied above to be used in the preparation of my Financial Statements. I confirm that the information supplied in this checklist is accurate and complete in all respects.

(Trustee signature)

(Date)