Eden Thomas CA (PP) CPA Australia

Client Information for 2022
Trust & Rental Questionnaire

PLEASE RETURN THIS QUESTIONNAIRE WITH THE DOCUMENTS FOR YOUR ACCOUNTS

As recommended by The Chartered Accountants Australia & New Zealand, this checklist outlines our engagement terms and conditions and the information, which we will need from you in order to compile your Financial Statements and Tax Returns.

CHECK LIST OF RECORDS

Items Required: *(Please tick where applicable)*

	Yes	No
Bank statements or csv file covering the full year		
Trust minute book if applicable		
Copies of gifting statements if done		

RENTAL, INVESTMENT & OTHER INCOME CHECK LIST

Items Required for each rental property: *(Please tick where applicable)*

	Yes	No
Investment (portfolio report) and other income		
Rents Received; including rental from a holiday house/ Bach, Airbnb		
Advertising		
Bank Fees		
Body Corporate Fees		
Cleaning		
Commission		
General Expenses		
Insurance		
Lawn mowing/Gardening		
Legal Fees (provide details)		
Loan application fees		
Mortgage Interest		
Motor Vehicle Expenses		
Postage & Stationery		
Power (for the rental property only)		
Rates (include water)		
Repairs & Maintenance		
Asset Purchases/Capital Improvements		
Telephone & Tolls (relating to rental only)		
Travel		
Valuation Fees		
Purchase price of property (first time only)		
Government Valuation showing land/improvements/chattels split (first time only)		
Purchase/Sale agreement		
Solicitor’s Settlement Statement		

eden@cathomas.co.nz Phone 09 309 8209 Fax 09 309 0314 Level 8, 44 Wellesley Street, Auckland CBD PO Box 6028, Victoria St West, Auckland www.cathomas.co.nz

ASSETS

Records of any assets purchased or sold – cost or sale price, dates.
Values of assets/investments as at 31 March 2022.

MORTGAGES / LOANS

Record any new financial arrangements entered into during the year and enclose a copy of the relevant documents, which should show the following information:

- Amount
- Name of Lender
- Date of Loan
- Interest Rate
- Term
- Repayment Details
- Security

HOME OFFICE / WORKSHOP CLAIM

From personal records indicate expenses paid for:

Repairs and Maintenance	$	
Power	$	Area of Office or Workshop
Rates (Water & Land)	$	
Insurance (House)	$	Area of Home
Interest	$	

Otherwise, we will apply IRD m2 rate at $41.70 if house related expenses are not provided

TAX RETURN REQUIREMENTS

To assist us in the completion of your taxation returns please answer the following questions in all cases.
Tick where applicable

(a) Did you receive any of the following - attach details	Yes	No
Unemployment or other income tested benefits		
Covid wage subsidies and Resurgence Support Payment		
Withholding Payments		
Other NZ/Overseas pensions, annuities and superannuation		
Interest		
Dividends		
Rents		
Any other income		

b) Other information required:

	Yes	No
Details, if eligible for Tax Rebate credit for charitable or school donations Attach receipts		

On the basis of information you provide, we will compile accounts in accordance with Service Engagement Standard No.2 *Compilation of Financial Information* (SES-2) issued by The Institute of Chartered Accountants of Australia & New Zealand.

TAX ASSESSMENTS
Our address is used by the Inland Revenue Department for service of notices and we are responsible for checking tax assessments. We shall also endeavour to advise the amounts and due dates of tax instalments, however the responsibility for paying the correct tax and paying on time rests with the taxpayer and not us as agent. Any penalties or interest arising from lateness, errors, wrong estimates or for any other reason are payable by you as the taxpayer. We shall give you every assistance in meeting your obligations but any advice on payments, and/or reminder letters received from us, should be reviewed by yourself to check that the payment proposed appears reasonable and the date of payment is correct.

PRIVACY ACT
You hereby agree to allow us to pass information to and receive information from the Inland Revenue Department and any other agency that we have a statutory obligation to. You also agree to allow us to pass on any information required to allow a third party to collect debts outstanding to us.

TRUSTEES
We will endeavour to give Trustees every assistance in making decisions but you must understand that all decisions relating to the Trust ultimately rest with the Trustees. Any advice we give shall not be construed as making decisions on your behalf.

DURATION
The arrangements outlined in this form will continue in effect from year to year unless we agree to change them.

DISCLAIMER
As agreed we will compile your Financial Statements from information provided by you, in accordance with the Compilation Engagement Standards issued by the New Zealand Institute of Chartered Accountants. We will provide a disclaimer to be attached to the financial statements. A copy of the standard wording may be obtained from us or our website www.cathomas.co.nz. Our compilation services will not result in the expression of an audit or review opinion or provide any other form of assurance on the financial statements.

FEES & PAYMENT TERMS
Our fees, other than fixed fees, are normally based on hours worked charged at rates appropriate to the work performed and the levels of expertise required. Where the engagement is for a company the client agrees to personally guarantee payment of the accounting fees. Payment terms are 20 days from the date the invoice was issued. The due date will be indicated on your invoice. Cockcroft & Thomas Ltd reserves the right to charge interest on overdue accounts calculated at ANZ base rate from the time to time plus a margin of six percent. Any costs incurred by Cockcroft & Thomas Ltd in collecting overdue accounts including (but not limited to) legal costs, court costs, debt collection agency costs, process servers charges and the like are payable by the clients.

ACCEPTANCE
If you have any questions about the contents of this engagement letter please contact us. If the services outlined are in accordance with your requirements and if the above terms are acceptable to you, please sign this form in the space provided below and return it to us.

I accept responsibility for the accuracy and completeness of the information supplied above which is to be used in the preparation of my financial statements. You are not to complete an audit, nor do I wish you to undertake a detailed review of my affairs. I understand that you are unable to provide any assurance on my financial statements and that you accept no liability for the accuracy and completeness of the information supplied by me and that the financial statements will be prepared at my request and for my purposes only and that you will not be liable for any losses, claims or demands by any third person.

NAME OF CLIENT ……………………………………………………………………………

PHONE NUMBERS …………………………………………………………………………

EMAIL …………………………………………………………………………………

SIGNED…………………………………………………………………………………… DATE……………………………………