# MCA Ltd Trust Questionnaire

# Trust Name: ______________________________

## To: Mathieson Chartered Accountants Ltd

**Terms of Engagement**

I/We hereby instruct you to prepare my/our Financial Statements and Taxation Returns. 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.

If I/We also accept that you have the right to charge interest on overdue accounts, and that all accounts are due for payment 14 days after the date of the invoice or 20th of the following month if you are on a Direct Debit. 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.

If I/we have also instructed you to prepare our GST Returns on a regular basis, then 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.

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.

## Authority to Act on Behalf

You are hereby authorised to communicate with my/our bankers, solicitors, financial institutions, government agencies and any other entity to obtain such information as you require in order to complete the above assignments.

Signature ______________________ Date ______________

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**Do we have your latest details?** Yes (tick) ☐ or if any changes please fill out below

Postal Address: ______________________________

Physical Address: ______________________________

Phone No: ______________ Fax No: ______________

Mobile No: ______________ Email Address: ______________

**Additional Info:**

☐ Tick if you would like to receive future client questionnaires electronically

☐ Tick if you would like to receive email updates/newsletters from MCA Ltd

☐ Tick if you would like us to supply a copy of your Financial Statements to your bank

Name of Bank ______________ Branch ______________________

Contact Person ______________ Email Address ______________________

**Please complete with information we need for your Trust Income Tax Return**

| | No | Yes | ***Information to send:*** |
|---|---|---|---|
| 1. What accounting system does the Trust use?<br>Computerised System<br>(MYOB, Quickbooks,Cash Manager, Moneyworks, Banklink, Xero,<br>Other:_________________) | ☐ | ☐ | User Name & Password if providing a back-up, or printouts of the following: Trial Balance, General Ledger, Bank Reconciliation, Accounts Payable and Accounts Receivable if applicable |
| 2. Did the Trust have any loans, hire purchase or leases? | ☐ | ☐ | Copies of any new agreements<br>Loan/lease statements |
| 3. Does the Trust file GST returns? | ☐ | ☐ | A copy of all GST returns and workings (if not prepared by MCA) |
| 4. Did the Trust have any of the following:<br>Investments<br>Portfolio Investment Entities (PIE'S)<br>Shares<br>Bonds<br>Overseas Income<br>Overseas Expenses<br>Overseas Investments | ☐ | ☐ | Resident Withholding Tax certificates<br>Dividend Statements<br>PIE Advice<br>Portfolio Documentation<br>Documentation relating to sale of purchase<br>Details of amounts received or paid |
| 5. Did the Trust have Accounts Receivable at year end? (Monies owed to the Trust) | ☐ | ☐ | Accounts receivable listing at year end<br>List of bad debts written off during the year<br>Details of retention payments owing.<br>Complete Schedule 1 |
| 6. Did the Trust have Accounts Payable at year end? (Monies owed by the Trust) | ☐ | ☐ | Accounts Payable listing as at year end<br>Please provide a list stating who was owed, how much and what it was for. Complete Schedule 2 |
| 7. Did the Trust purchase any fixed assets during the year? | ☐ | ☐ | Copies of invoices or provide a description of assets including the date purchased, purchase price, and whether the asset was purchased new or second hand |
| 8. Did the Trust sell or dispose of any fixed assets during the year? | ☐ | ☐ | Description of assets including the date sold or disposed of and price<br>List of any assets written off |
| 9. Was any gifting completed? | ☐ | ☐ | Please provide copies of gifting documentation |

10. Any other relevant information that may be helpful to us

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## Schedule 1 – Accounts Receivable (Debtors)
## Amounts owing to you at Year End

| | |
|---|---|
| Client Name | |

| Name of Debtor | Description of Sale | Code | Total Incl GST |
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| **Totals** | |

## Schedule 2 – Accounts Payable (Creditors)
## Amounts owing by you at Year End

| Client Name | |
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| Name of Creditor | Description of Goods | Code | Total Incl GST |
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| **Totals** | |
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## Please complete a Rental Supplement for each property you own

Name: ______________________________

Year Ended: ______________________________

Address of the Property: ______________________________

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| | Question | No | Yes | *Information to send:* |
|---|---|---|---|---|
| 1. | Did you receive rental income or have expenses for the year? | ☐ | ☐ | Details of income & expenses<br>**or** Property Managers report<br>**or** complete Table A below |
| 2. | Was the property available to be rented? | ☐ | ☐ | No of weeks available ________ |
| 3. | Did you carry out repairs prior to the property being rented? | ☐ | ☐ | Invoices or details of repairs over $500 |
| 4. | Do you occupy all or part of the rental property at any time during the year? | ☐ | ☐ | No of days ________<br>Or percentage occupied ________ |
| 5. | Have you purchased fixed assets during the year over $500 (GST exclusive)? | ☐ | ☐ | Copies of invoices |
| 6. | Was the rental property purchased or sold during the period? | ☐ | ☐ | Legal documentation<br>Settlement Statement<br>Sale and Purchase Agreement<br>Valuation Report<br>Chattels report or complete Table B |
| 7. | Was the sale or purchase made to/from a related entity? | ☐ | ☐ | Details of the relationship |