



Once completed please return to:

Ainger Tomlin Ltd
Level 1, AMI House
116 Riccarton Road
PO Box 8237
CHRISTCHURCH 8440

TRUST CHECKLIST

WORK PHONE	_____	FAX	_____
HOME PHONE	_____	CELL	_____
EMAIL	_____	WEB	_____

TERMS OF ENGAGEMENT

I accept responsibility for the accuracy and completeness of the information supplied, which will be used in the preparation of my Special Purpose Financial Reports. You are not to complete an Audit, nor do I wish you to undertake a detailed Review of my affairs, in order to substantiate the accuracy of my information, and therefore you are unable to provide any assurance on my Special Purpose Financial Reports. I understand your work cannot be relied on to detect error and fraud, and that you accept no liability for the accuracy and completeness of the information supplied by me. I further understand that the Special Purpose Financial Reports 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.

In order to assist in the preparation of these Special Purpose Financial Reports I hereby authorise Ainger Tomlin Ltd to contact my bank, solicitor or any other parties who may be able to assist directly.

I agree to Ainger Tomlin Ltd's payment terms being that payment is due by the 20th of the month following invoice date, and acknowledge that Ainger Tomlin Ltd reserve the right to charge interest on overdue invoices.

In order to comply with the Unsolicited Electronic Messages Act 2007, I agree to continue receiving emails from Ainger Tomlin Ltd.

CLIENT SIGNATURE _____ **DATE** _____

INFORMATION REQUIRED FOR YOUR FINANCIAL REPORTS

Please ensure this form is completed in full and signed

NEW TRUST

Is this the first year of the Trust? Yes/No - If yes, please provide the following:

- A copy of the Trust Deed
- Trust Solicitor's name and firm name
- Any sale/purchase agreements for transfers of property and/or investments

TRUSTEES

Please provide the names of all current Trustees

BENEFICIARIES

Please provide the name, date of birth & IRD number of all current Beneficiaries

_____	___/___/___	___-___-___
_____	___/___/___	___-___-___
_____	___/___/___	___-___-___

MANUAL SYSTEMS

- All Bank Statements, Cheque Butts and Deposit Slips
- Reconciled Cashbook (if prepared)
- Copy of any GST Returns and workpapers

COMPUTERISED SYSTEM (MYOB or other product)

- Please send in a backup - either email, disk or memory stick
- Bank Statement(s) showing the 31 March 2010 balance for **all** bank accounts

INTEREST AND DIVIDENDS

All Interest Certificates and Dividend Advices should be provided. With online bank accounts, you may need to print these yourself.

OVERSEAS INCOME

If the Trust received any overseas income please provide details including any tax deducted.

FOREIGN INVESTMENT FUNDS (FIFs)

If you held an interest (shares) in a foreign company, unit trust, life insurance policy or superannuation fund, please provide details of date(s) of purchase, cost and market value at 31 March 2010.

RENTAL INCOME

If the Trust received rental income please contact us for a Rental Checklist.

OTHER INCOME

Please attach details of any other income.

FIXED ASSETS

1. **Purchased**

Date	Description of Asset	Cost
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2. **Sold**

Date	Description of Asset	Trade-In Details (if applicable)	Total Sales Price
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Please provide copies of any new Hire Purchase Agreements and copies of Solicitor's Settlement Statements for property sales/purchases.

INCOME BANKED

Has all the Trust income been deposited into the Trust bank account? If not please provide details.

NON INCOME DEPOSITS

Were all deposits made into your Trust bank account actually Trust income? If not please provide details.

EXPENSES PAID PRIVATELY

Did you pay any expenses on behalf of the Trust that have not been reimbursed by the Trust? If so please provide details.

TRUST DISTRIBUTIONS

Were there any distributions from the Trust to Beneficiaries during the year? If yes, please provide details.

GIFTING

Was any gifting carried out during the year? If yes, please provide copies of:

- Gift Statement(s)
- Deed(s) of Forgiveness of Debt

LEGAL ISSUES

Please provide copies of any correspondence you had with your Trust Solicitor.