CYRIL CHILDS
CHARTERED ACCOUNTANT LIMITED

81 Cashmere Road
PO Box 28-132
Christchurch 8242
Phone: (03) 337 0076
Mobile: 027 220 6299
Email: cyril@childs.co.nz
Website: www.childs.co.nz

Name:	**Balance Date: 31 March 2011**

ANNUAL PERSONAL / RENTAL / TRUST QUESTIONAIRE CHECKLIST 31 MARCH 2011

Please take the time to complete this checklist as it is a very important part of the accounting process. It helps you:

- Identify and provide the information we need to prepare your financial accounts.
- Minimise the queries from us during the preparation of your financial accounts.

It also helps us meet the quality standards that are required of us as a member of the Institute of Chartered Accountants of New Zealand.

Please complete all sections including the Authorisation and Terms of Engagement below, as this authorises us to contact necessary organisations, for example your bank or insurance company, to obtain information that is required to complete your accounts or taxation returns.

AUTHORISATION and TERMS OF ENGAGEMENT

I/We hereby instruct Cyril Childs Chartered Accountant Limited to prepare my/our Financial Statements and Taxation Returns for the year/period ending 31 March 2011.

I/We accept responsibility for the accuracy and completeness of the information supplied in this checklist, which is to be used in the preparation of my/our Financial Statements. You are not to complete an audit, nor do I/we wish you to undertake a detailed review of my/our affairs in order to substantiate the accuracy of my/our information, and therefore you are unable to provide any assurance on my/our Financial Statements. I/we understand that you accept no liability for the accuracy and completeness of the information supplied by me/us. I/We further understand that the Financial Statements will be prepared at my/our request and for my/our purposes only and that you will not be liable for any losses, claims or demands by any third person.

I/We also accept responsibility for all other records and information supplied to you in addition to those set out on the pages 1 to 5.

I/We accept responsibility for any failure by me/us to supply all relevant records and information to you.

This document does not limit our existing signed "Engagement Letter for Compilation Engagement".

Pursuant to the Privacy Act 1993 I/we authorise Cyril Childs Chartered Accountant Limited to obtain whatever information is required from third parties to complete the preparation of my/our Financial Statements and Tax Returns.

Client Name ____
Client Signature ____
Date __________________
Person to Contact with Queries ____
Phone Number ______________________________

Please initial _______

Name:	**Balance Date: 31 March 2011**

Update of Personal Details

Postal Address ____

Home Address ____

Email Address ____

Home Phone ______________________________ Fax ____________________

Work Phone ______________________________ Mobile ____________________

Name ______________________________ Date of Birth ______________

Name ______________________________ Date of Birth ______________

(Your date of birth is useful as it can help with tax planning and retirement planning issues.)

Bank details for refunds from the IRD:

Bank/Branch: ______________________________ Account number:__________________________________

Personal Section

		Yes	No
1)	**Income** Did you receive any income from salaries/ wages / superannuation? If yes, the IRD will send us your Summary of Earnings automatically.	**Yes** ☐	**No** ☐
2)	**Rebate Information** Did you make any donations to Charities or payments for child care for which a rebate can be claimed?	**Yes** ☐	**No** ☐
3)	**Other Income** Did you receive any other income, for example, estates or trusts, overseas, annuity or pension? If yes, please file details of this.	**Yes** ☐	**No** ☐
4)	**Interest / Dividend Income** Did you receive any income from interest or dividends? If yes, please provide interest, dividend advice notices and Portfolio Statement that has your investment balances at 31 March from your Investment Advisor.	**Yes** ☐	**No** ☐
5)	**Overseas Investments** Did you own shares in any overseas companies? Did you have any <u>Funds</u> invested overseas with Financial Advisers, Portfolio managers or the likes? If <u>yes</u> to either question, please provide full details.	**Yes** ☐	**No** ☐

Please initial _______

Personal Section - Continued

6) **Rental Income and Expenditure** — Yes ☐ No ☐

Please supply bank statements clearly identifying and detailing all transactions that relate to the rental properties

OR

Please provide details of the following for each rental property. Use a separate sheet if necessary.

Income:

Total Rent Received $__________________

Expenses:

Rates $__________________

Insurance $__________________

Repairs and Maintenance (please attach details or invoices) $__________________

Mortgage Interest $__________________

(attach copy of loan summary/statements from bank)

Details of any other expense relating to rental property:

____ $__________________

____ $__________________

Details of visits to inspect property/conduct property business:

Date, Details, Kilometres

____

____

____

Property Details

Please provide us with the addresses of any rental properties you have.

1. Address:____

2. Address:____

3. Address:____

If a property was not rented for a full 12 months, please provide details of why it was vacant.

7) **Sale / Purchase of Assets** — Yes ☐ No ☐

Did you sell, purchase or stop using any assets in your business in the past year?

Please provide details.

8) **Income Protection Insurance** — Yes ☐ No ☐

Did you have Income Protection Insurance?

If yes, please attach a copy of the invoice and policy.

9) **Family Assistance / Working For Families** — Yes ☐ No ☐

Did you receive Family or Child Support during the year? If yes, please provide details, including names and dates of birth of your children and the date that any of them left school below.

Child's Name	Date of Birth	Date they left school?	IRD #
____________________	___/___/___	___/___/___	#______/______/______
____________________	___/___/___	___/___/___	#______/______/______
____________________	___/___/___	___/___/___	#______/______/______
____________________	___/___/___	___/___/___	#______/______/______

Trust Section

Trust Name:	Balance Date: 31 March 2011

		Yes	No
1)	**Interest / Dividend Income** Did you receive any income from interest or dividends? If yes, please provide interest, dividend advice notices and Portfolio Statement that has your investment balances at 31 March from your Investment Advisor.	☐	☐
2)	**Overseas Investments** Did you own shares in any overseas companies? Did you have any Funds invested overseas with Financial Advisers, Portfolio managers or the likes? If yes to either question, please provide full details.	☐	☐
3)	**Rental Income and Expenditure** Please supply bank statements clearly identifying and detailing all transactions that relate to the rental properties **OR** Please provide details of the following for each rental property. Use a separate sheet if necessary. **Income:** Total Rent Received $__________________ **Expenses:** Rates $__________________ Insurance $__________________ Repairs and Maintenance (please attach details or invoices) $__________________ Mortgage Interest $__________________ (attach copy of loan summary/statements from bank) Details of any other expense relating to rental property: ____ $__________________ ____ $__________________ Details of visits to inspect property/conduct property business: Date, Details, Kilometres ____ ____ ____	☐	☐
	Property Details Please provide us with the addresses of any rental properties you have. 1. Address:____ 2. Address:____ 3. Address:____	If a property was not rented for a full 12 months, please provide details of why it was vacant.	

Trust Section - Continued

		Yes	No
4)	**Gifting Programme** Have you completed your annual gifting programme this year? Have you assigned debt to the trust via Deed of Acknowledgement of Debt? Please advise the date of gifts made to your trust during the financial year. If you have copies of the gifting documentation from your solicitor, please attach this. Please provide any additional information regarding the Trust activities that may be relevant in preparing the Financial Statements	☐ ☐	☐ ☐
5)	**Your Will** Have you updated your will within the last five years? (It is important that your will aligns with the terms of your trust deed –please call us if you wish to discuss this further)	**Yes** ☐	**No** ☐