MARTIN DAVIDSON
& ASSOCIATES LIMITED

ACCOUNTANTS & TAXATION CONSULTANTS
Trust Client Checklist for the Tax Year 01/04/2023 - 31/03/2024

The following client checklist details the relevant information required by us to prepare your financial statements & tax returns efficiently and in a timely manner for year ended 31 MARCH 2024. Please print this checklist & answer ALL questions relevant to your Trust affairs. Place your completed checklist as the front page before hard copies of documents / file(s) to enable our administration team to check & assist should you have any missing / incomplete information. If you have any questions about the checklist please do not hesitate to contact Shelley from our admin team and she will assist - office@martindavidson.co.nz or call 09 294 6262. We will return ALL documentation to you on the completion of your financial accounts & taxation filing obligations.

	Y	N
Xero users		
You can upload all your financial information into Xero file (named appropriately for easy identification) by clicking on your organisation name and select File	☐	☐
MYOB Desktop users		
For MYOB AccountRight or Essentials users - please add Martin Thomas (email - taxman@ix.net.nz) as a user with manage user access	☐	☐
Not a Xero or MYOB user (& maintain your own cashbooks)		
Copy of the following reports for the year ended 31 March 2024:		
- CSV files of all your business bank accounts obtained from your internet banking	☐	☐
- Trial balance as at 31 March 2024	☐	☐
- Detailed General Ledger report for the year	☐	☐
- Bank reconciliation report	☐	☐
- Copy of GST returns and audit trail if GST Registered	☐	☐
- If you normally provide full bank statements for us to process, please send a csv file of your trust bank account - (exported from your internet banking)	☐ ☐	☐ ☐
Bank & Trust credit card statements		
PDF Copies of Bank statements confirming the closing balances as at 31 March 2024 for all Trust bank accounts.	☐	☐
Copies of Statements for ALL applicable Credits Cards, including closing balances as at 31 March 2024	☐	☐
Property		
If this is the first year the trust owns a property or first year we are completing the tax requirements, please provide: - Sale and Purchase Agreement & - Copy of solicitor's settlement statement with purchase details	☐	☐
If you have sold property that the trust owns please provide: - Sale and Purchase Agreement & - Copy of solicitor's settlement statement with sale details	☐	☐
Mixed Use Assets		
Details of any assets that are used privately and also generate income (such as a holiday Home)	☐	☐

If yes please provide the following:

- If AirBnB or book a bach or other managed vendor please provide the summary of stays for the year which will include the amount of days, amount received, commission paid.
- How many days family or friends stayed during the year, if yes __________ Days
- Is all income earned more than 80% of the market rental value? Yes/No (circle one)

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Trust expenses

If not included in your systems above, please provide trust expenses paid from other sources e.g. private accounts or credit cards ☐ ☐

Shares & Bonds

If your trust owns shares, excluding funds under management, please provide investment statements detailing shareholding balances and market values as at year end. ☐ ☐

If your trust has purchased or sold shares during the year, excluding funds under management, please provide investment statements detailing specifically the country the purchase or sale was from, the purchase or sale values, quantities purchased or sold and transaction dates. ☐ ☐

If your trust has money invested in a managed fund, please provide investment portfolio statements detailing such for the relevant financial year as specified. ☐ ☐

If your trust held bonds during the year, please provide statement details showing balances as at year end, any interest received and details of any bonds that reached maturity during the year. ☐ ☐

Loans

Provide all loan statements or CSV. file for the year - showing interest and loan balance at 31 March 2024. For residential rental properties held this should include a breakdown of all bank interest paid per month, due to the IRD limitation rules. ☐ ☐

Please also provide which property the loan relates to and the nature of the loan.

Gifting

Please provide copies of Gifting statements completed for the current financial year, if any. ☐ ☐

Trust Deed

Has there been a variation to your Trust Deed since we last received a copy? If yes please forward a copy. ☐ ☐

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Benefits and distribution

Has the Trust given any benefits to any beneficiaries this financial year? ☐ ☐
For example - staying in the family bach for free

Name beneficiaries who received benefit(s)/distribution(s) from the trust including the nature and amount

Name of beneficiaries and nature of benefits/distributions	Amount

Year End Accounts

If you wish to receive a printed copy of your annual accounts, please indicate here ☐ ☐

Would you like to meet to discuss your completed Financial Statements and Tax Returns? ☐ ☐