Annual Trust Questionnaire

1 April 2024 to 31 March 2025

Client Name: _____

Email: _____

Phone Number: _____

Postal Address: _____

You can return your completed form using one of the following methods:

1. Email to tori@ilumin.co.nz

2. Mail to:
   Tori McGuckin
   C/- ilumin Limited
   PO Box 2648
   Wellington 6140

3. Courier or drop off to our office: Level 4, ilumin House, 186 Willis Street, Wellington 6011

Please remember to include all documents as email attachments **and** attach the signed Terms of Engagement from our website.

If you need help completing this questionnaire, please contact us on (04) 385 3343.

Please complete this questionnaire for your Trust. If we prepare your personal tax return, then you will also need to complete an Individual Questionnaire.

ilumin Limited

Level 4, ilumin House, 186 Willis Street, Wellington 6011
P O Box 2648, Wellington 6140

Telephone: (04) 385 3343
Email: tori@ilumin.co.nz
Website: www.ilumin.co.nz

ilumin Limited

ANNUAL TRUST QUESTIONNAIRE

Please complete the checklist below to determine which parts of the questionnaire you need to complete.

Only complete the section of the questionnaire if you answer 'yes' to the relevant question.

This is the **TRUST** questionnaire. If we prepare your personal tax return, then you will also need to complete an Individual Questionnaire.

	YES	**NO**	If Yes complete
1. Did the Trust use accounting software during this financial year?			
- A complete computerised accounting package (Xero, MYOB, Cash Manager)?			A
- Spreadsheets, a manual system or no system?			A1
- ilumin processes my transactions during the year.			
2. Does the Trust have an overdraft facility, banking, cash on hand, petty cash or term deposits?			B
3. Did the Trust have any Loans, Hire Purchase or Lease Agreements in place during the year?			C
4. Did the Trust have any Accounts Payable (Creditors) at balance date?			D
5. Did the Trust have any Accounts Receivable (Debtors) at balance date?			E
6. Has the Trust purchased or disposed of any Fixed Assets during the year?			F
7. Is the Trust registered for GST?			G
8. Did the Trust receive any Interest or Dividends during the year, or have investments in Managed Portfolio Schemes or Portfolio Investment Entities?			H
9. Did the Trust own any overseas investments and/or have foreign bank accounts?			I
10. Did the Trust own rental properties during the year, including Airbnb, Bookabach etc.?			J
11. Has the nature of the Trust's activities changed during the year?			K

	YES	NO	If Yes complete
12. Trust details – please complete.			L
13. General questions – please complete.			M
14. Do you have any other information you would like to make us aware of?			N
15. Other services – please complete.			O
16. If we prepare the personal tax returns, please complete an Individual Questionnaire for each trustee/beneficiary for whom ilumin acts.			NONE

A Computerised Accounting Systems

Does the Trust use Xero?	Yes☐	No☐

	Attached	N/A
If **yes**, please provide a copy of the last bank statement at balance date:		

Systems other than Xero:	**System**	**Version**
What software is the Trust using?		

Please provide the following records:	Attached	N/A
- A backup of the Trust's financial year (if available)		
- Username to access the Trust's accounting package:		
- Password to access the Trust's accounting package:		
- Copies of the following reports printed from the Trust's system:	Attached	N/A
- Annual detailed General Ledger		
- Trial Balance as at Balance Date		
- Bank Reconciliations as at Balance Date		
- Bank Statements to confirm the year end closing balance (e.g. if the Trust's year end is March then please provide the final March statement)		

A1 Spreadsheets, Manual Cashbook or No System

Please provide the following records:	Attached	N/A
- The Trust's cashbook (if one is kept) / spreadsheets (if applicable)		
- Bank reconciliation as at balance date (if completed)		
- Bank Statements for the full year		

If no cashbook has been kept, please ensure the following:

- Any direct debits or EFTPOS transactions are detailed on bank statements
- The source of all deposits not detailed in the deposit books are clearly detailed on the bank statements

B Overdraft, Cash, Petty Cash and/or Term Deposits

	Attached	N/A
Cash received during the year not banked – provide a list of any income received that was not banked and details of what it was used for e.g. payment of trust accounts, personal expenditure, banked into another account.		
Petty cash – please provide a summary and analysis of transactions for the year		
If the trust had term deposits during the year, please attach all term deposit statements		

Cash on hand – please provide amount received but not banked at balance date	$

Is there an overdraft facility? **Yes**☐ **No**☐

Details of the assets the overdraft is secured over:

C Loans, Hire Purchase and Lease Agreements

Please provide the following records:	Attached	N/A
- Copies of any agreements that have been entered into during the financial year		
- Details of any agreements repaid or refinanced during the year		
- Loan account statements for the **full** year		

D Accounts Payable (Creditors)

If the Trust's accounting software does not include accounts payable at year end, please provide the following records:	Attached	N/A
A detailed list of all amounts owing at balance date (GST inclusive) including name, type of expense and amount owing for each creditor.		

E Accounts Receivable (Debtors)

If the Trust's accounting software does not include accounts receivable at year end, please provide the following records:	Attached	N/A
A detailed list of all amounts owing at balance date (GST inclusive) including name and amount owing for each debtor.		
The total of all Accounts Receivable as at balance date was:	$	

F Assets

Please provide the following details:

Copies of invoices (including full details of the GST inclusive cost), date of acquisition and details of any trade-in.

Date	Description	Amount
		$
		$
		$
		$

For **disposals** during the year please provide details of any sales, noting dates, amounts and where the proceeds were banked:

Date	Description	Amount
		$
		$
		$
		$
		$

For any assets that were **scrapped** during the year please review last year's property, plant and equipment schedule and note any items which have been scrapped, or are no longer used:

Date	Description	Amount
		$
		$
		$
		$
		$

Did the Trust purchase or sell any property during the year? **Yes**☐ **No**☐

If **yes**, please provide:

	Attached	N/A
- Agreement for sale and purchase		
- Solicitor settlement statements (including copy of legal fee invoice)		
- If you purchased a property, what year was it built?		
- Valuation (if done)		
- Details of any borrowings (including copy of the loan document if possible) or loans repaid (from sale proceeds)		

G GST

Please provide the following:

	Attached	N/A
- A copy of all workings supporting the figures on your GST returns (unless this has been prepared from the Trust's accounting software)		

Note: *If ilumin prepared GST returns on the Trust's behalf, ignore this section.*

H Interest and Dividends, Managed Portfolio Schemes

For income earned outside of the managed portfolio scheme please provide:

	Attached	N/A
- Resident Withholding Certificates *(Banks only issue certificates for interest received over $50. However, the Trust is required to account for all its interest income and therefore the Trust should request certificates from the bank, irrespective of how much interest the Trust earned.)*		
- Dividend statements *(The payment date is the relevant date to determine whether the dividend statement should be included in the financial period)*		

Does the Trust have a Managed portfolio scheme? **Yes**☐ **No**☐

	Attached	N/A
If **yes**, please provide the portfolio year-end tax reports.		
Please provide the portfolio quarterly reports and valuation reports for the full year.		

I Foreign Income or Expenses

Where overseas investments are not held within a managed portfolio please provide the following:

	Attached	N/A
Details and numbers of shares/units owned at the beginning of the year financial year, the market value at that date, shares/units purchased and sold during the twelve-month period, details and number of shares/units owned at the end of the financial year and their market value at that time (if available).		

Does the Trust have any foreign bank accounts, credit cards, loans etc. (irrespective of whether it is trust related)? **Yes**☐ **No**☐

If **yes**, please provide:	Attached	N/A
- Bank statements for the full year		

J Residential or Commercial Property Rental Business

If the Trust does not use any accounting software, please provide the following details:

	Attached	N/A
- Rental income		
- Details of Expenses incurred including insurance, rates, repairs etc		

If the rental income and expenses have been recorded in the Trust's accounting software, please provide the following:

- Property manager's statements (if not already provided during the year)		

The Trust has a mixed-use asset if, during the tax year, it is used for both private use and income-earning use, and it's also unused for 62 days or more e.g. Airbnb, Bookabach, etc.

The rules apply to any property, regardless of cost price of market value e.g. a holiday home.

Please note: "private use" of an asset is by any associated person. It also includes when the asset is used by a non-associated person who pays the Trust less than 80% of market rate.

If the Trust has any of the above, please provide:

	Attached	N/A
- Details of income earning days		
- Days it was used privately		
- Days it was unused		
- Income from income earning days and "private" days		
- Expenses relating to the asset for the year e.g. rates, power, insurance, fuel etc.		

K Has the nature of the Trust's activities changed during the year?

Please note the change in the nature of the Trust:

L Trust details (please complete)

Please provide the following records:	Attached	N/A
- Details of any changes in Trustees (including the name and contact details for a new or retiring Trustee and the date of the change).		
- Details of any changes in Beneficiaries during the year (including the name, date of birth, address and IRD number of any new Beneficiary and the date of the change).		
- Copy of Trust Deed (if any changes).		
- Copies of any Deeds of Acknowledgement of Debt or Forgiveness in Reduction of Indebtedness actioned during the year.		
- Details of any Gifts made to the Trust during the year (including copies of Gift statements).		
- Details of the Taxable Income of any Beneficiary that we do not complete a personal Income Tax return for and for whom the Trust will pay the tax.		

	Attached	N/A
Have any trustee minutes or resolutions been prepared during the year? If **yes**, please provide copies		

Has there been any change in the purpose or activities of the trust since the last balance date? **Yes**☐ **No**☐

If **yes**, please note the changes below:

Are there any material events subsequent to balance date? **Yes**☐ **No**☐
If **yes**, list brief details of changes or events:

Are any beneficiaries or trustees living overseas? **Yes**☐ **No**☐

	Attached	N/A
If **yes**, please provide further details, including: full name, date they left New Zealand, and the name of the country they now reside in.		
Are any beneficiaries under the age of 16? If **yes**, please provide their names and dates of birth.		

Trustees are required to comply with the Common Reporting Standard laws that came into effect 1 July 2017. Trustees must determine their trust categorisation, and (if applicable) attend to the due diligence and reporting on an annual basis.

Do you want us to confirm your trust categorisation? **Yes**☐ **No**☐

Do you want us to attend to the due diligence process including obtain the information required, review and hold it for the Trustees? **Yes**☐ **No**☐

Do you want us to attend to the trust's CRS reporting requirements? **Yes**☐ **No**☐

The new Trust Act 2019 came into force on 30 January 2021.
Are the Trustees comfortable they are meeting all their obligations under the new Act? **Yes**☐ **No**☐
If no, would you like ilumin to contact you to discuss how we can help you? **Yes**☐ **No**☐

M General (please complete)

Please supply the following information:	Attached	N/A
- Details of any trust expenses paid from private funds which have not been reimbursed by the Trust (including beneficiary expenses e.g. educational fees paid from a private account).		

Please provide the Trust's bank account details for income tax refunds:

Bank account name:	
Bank account number:	

N Any Other Information

Please add anything else you would like to make us aware of:

O Can we assist you with, or would you like to discuss (for your Trust or any other businesses that you are involved with):

	Yes☐	No☐
Meeting us more regularly to improve your business performance?		
Setting targets for improved profitability by preparing a budget and controlling the cash flow difficulties by preparing a cash flow forecast?		
Identifying your future direction with a strategic plan and a business plan?		
KPI reporting/benchmarking (annual or quarterly)?		
Preparation of periodic financial reports (e.g. monthly or quarterly) to assist in the management of your business?		
Ensuring the continuation of your business by developing a succession plan?		
Removing the regular hassle of preparing your GST or other returns (if we are not currently providing assistance) so that you can focus on your business?		
Lowering your overhead cost by having your financial administration (payment of accounts, receipts, banking, etc) handled by us?		
Improving productivity through review or recommendations for computerised cashbook, accounting or payroll packages?		
Whether you are achieving the most cost effective and efficient Business Insurance cover?		
Ensuring you have adequate financial cover in the case of accident and/or illness?		
Business acquisition/sale and due diligence to assist you in achieving the right outcome?		
Company formations and/or statutory maintenance of records?		
Do you have any upcoming goals, plans or challenges that you would like to discuss?		
Please provide details below and we will contact you to discuss further?		

Thank you.
Your time and effort in completing this form is much appreciated by the team at ilumin.