

DEANS & REES LIMITED

END OF YEAR CHECKLIST: TRUSTS

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Information required for completion of Financial Accounts For year ended 31 March 2011

Trust Name:

Trustees:

Lawyer:

Independent Trustee:

Send a Copy direct to

Independent Trustee:

When was the last time your Trust documents were reviewed by a professional?

Have there been any major changes to the Trust's position within the last 12 months?

Has your Memorandum of wish been reviewed or updated recently?

When was your last Will and Testimonial last updated or reviewed?

Please supply the following information:

		Tick if info is provided
1.	Documents required for the first year <ul style="list-style-type: none"> ▪ Asset Transfers ▪ Acknowledgment of Debt ▪ A copy of the Trust Deed. 	
2.	Trust Minutes <ul style="list-style-type: none"> ▪ Any formal decisions made by the Trustees in writing. 	
3.	Solicitor's Correspondence <ul style="list-style-type: none"> ▪ Any correspondence from your solicitor regarding the Trust. 	
4.	Forgiveness of Debt <ul style="list-style-type: none"> ▪ Has the solicitor completed the gifting for the period and have these documents been included. 	
5.	Cashbook <ul style="list-style-type: none"> ▪ Cashbook or spreadsheet of the operations of the Trust over the period. 	
6.	Bank Statements & Cheque Books <ul style="list-style-type: none"> ▪ Please provide bank statements for the entire period including Cheque Books. 	
7.	Investment Statements / Documents <ul style="list-style-type: none"> ▪ Please provide all documentation re share statements, share purchases, any other Investments. 	
8.	Did the Trust purchase any Fixed Assets? <ul style="list-style-type: none"> ▪ Please provide documentation supporting and detailing the purchase, e.g. Invoice, Sale & Purchase Agreement, etc. 	
9.	Valuation Documentation <ul style="list-style-type: none"> ▪ Please provide any documents regarding property valuation, investment valuation, etc. 	
10.	Were any Loans or Mortgages made to the Trust? <ul style="list-style-type: none"> ▪ Please provide documents and statements from the bank containing balances, etc. 	
11.	Were there any loans made by the Trust to Beneficiaries or Third Parties? <ul style="list-style-type: none"> ▪ Please provide any documents containing details of those loan(s). 	
12.	Did the Trust make any distributions to the beneficiaries during the period? <ul style="list-style-type: none"> ▪ Please provide documents containing details of the distributions. 	

13.	Does the Trust have any outstanding payables at 31 March? <ul style="list-style-type: none">▪ If so, have you provided a list of these payables?	
14.	Is the Trust owed any outstanding money at 31 March? <ul style="list-style-type: none">▪ If so, have you provided a list of these debtors?	
15.	Is the Trust registered for GST? <ul style="list-style-type: none">▪ If so, please provide copies of the GST returns.	

I CERTIFY THAT THE INFORMATION SUPPLIED IS CORRECT.

Client's Name:

Client's Signature:

Date:
