

SPG ACCOUNTING LTD Family Trust Checklist

Client Name: _____

Phone: _____ **Fax:** _____

Email: _____

Terms of Engagement

I/We hereby instruct you to prepare my/our financial statements and taxation returns for the year/period ending 31 March 2010. I/We undertake to supply all information necessary to carry out such services, and will be responsible for the accuracy and completeness of such information. Your services are not intended to, and accordingly will not result in the expression by you of an opinion on the financial statements in so far as third parties are concerned, or in the fulfilling of any statutory audit requirements. You are hereby authorised to communicate with my/our bankers, solicitors, finance companies and all government agencies to obtain such information as you require in order to carry out the above assignments.

I/We also accept that SPG Accounting Ltd has the right to charge interest on overdue accounts at the rate of 2% per month, and that all accounts are due for payment by the 7 days following invoice date. The charging of such interest will be at the discretion of SPG Accounting Ltd. I/We accept that any collection costs incurred by SPG Accounting Ltd will be fully recoverable from me/us.

Financial Statements prepared by you will carry the following disclaimers:

“A compilation is limited primarily to the collection/ classification and summarisation of financial information supplied by the client. A compilation does not involve the verification of that information. We have not audited or reviewed the financial statements and therefore neither we nor any of our employees accept any responsibility for the accuracy of the materials from which the financial statements have been prepared. Further, the financial statements have been prepared at the request of and for the purpose of the client only and neither we nor any of our employees accept any responsibility on any ground whatever, including liability in negligence/ to any other person.”

Signature

Date...../...../.....

When do you want your financial statements completed by?

Would you like us to supply a copy to your bank? **YES/NO**

If you have any specific questions or areas of interest that you would like to discuss, please detail:

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Please enclose all items you have

	Enclosed	N/A	Already Provided
1. Please provide a copy of your Trust Deed			
2. Details of any property or investment purchases and / or sales with all solicitor statements.			
3. All gift statements and deeds of gift , if not prepared by SPG			
4. Please provide a copy of your Minute Book			
5. All Trust bank statements for the year, with cheque butts & deposit butts			
6. Interest and dividends received. Please provide all certificates showing full details of such income received for the year.			
7. Investment portfolio records (including market values at 31 March 2010 for all investments)			

We also need some extra information:

8. If the trust owns the family home, please provide estimate of market valuation:

Property Address	Estimated Market Value
	\$

9. Loans

- a. Do you have any loans, hire purchase agreements or other borrowings for trust purposes? **YES/NO/NA**

If yes, please detail:

Total Amount Borrowed	From Whom	Rate of Interest	% Relating to Trust	What is the Security?

- b. Have you included the loan statements showing all loan transactions for the full period 1 April 2009 to 31 March 2010? **YES/NO/NA**
- c. Have you included copies of all new hire purchase agreements or loans taken out or refinanced during the period? **YES/NO/NA**

10. Guarantees

Has your trust given any guarantees or given securities for borrowing? **YES/NO/NA**

If yes, please provide details:

11. Changes in your contact details or address

Have there been any changes during the period in the trustees or beneficiaries or addresses of any trustees/beneficiaries? **YES/NO/NA**

If yes, please detail below:

Have you moved house, changed post office box, changed phone or mobile phone numbers, or email address lately? **YES/NO/NA**

If yes, please detail below:

12. Should SPG Accounting Limited set up a Permanent Trust File to facilitate administration of the Trust? **YES/NO/NA**