



# GALLOWAY BOTTESELLE & COMPANY

January 26, 2017

*Independent Member Firm*  
**Porter Héту International**  
Professional Services Group

## The year ended December 31, 2016

B.M. Galloway \*

E.A. Botteselle \*

B.R. Blamey \*

D.P. Van Gruen \*

S.N. Muller \*

S.G. Nisbet \*

M.W.K Best \*

G.A. Fong \*

\* Professional Corporation

This is a reminder that the annual Trust income tax return must be filed no later than March 30<sup>th</sup> each year. The penalties for late filing of this tax return can be severe.

We ask that you provide our office with the following information **as soon as possible and no later than Friday, February 10, 2016** to allow us sufficient time to prepare the Trust tax return:

1. Copies of the Trust's banking statements and cancelled cheques, together with explanations for the cheques issued and deposits made for the calendar year;
2. Summary of any expenditures made to or on behalf of the beneficiaries of the Trust and not paid from the Trust bank account;
  - For each expenditure it is very important that the records indicate the name of the receiving beneficiary;
3. Any other pertinent information you feel we should be aware of in preparing the Trust's tax return;
4. **If the Trust has been completely inactive during 2016, please let us know and we will file a NIL return with Canada Revenue Agency.**

Please call our office if you have any questions or if you wish to make an appointment to review the trust records.

Yours truly,

**Chartered Professional Accountants**

Maple Place  
Professional Centre  
300-2000 West 12<sup>th</sup> Avenue  
Vancouver, BC V6J 2G2  
Tel: 604-736-6581  
Fax: 604-736-0152  
info@gbco.ca  
www.gbco.ca