STANDARD REPORTS

GDMA

November 2015 v1

arisesoftware

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Introduction

GDMA Shareholder Management Software is designed to simplify the processes involved in the management of shareholder details and the distributions from Trusts and Incorporations. The software is designed to be easy to use, especially for the day-to-day tasks associated with Shareholder management.

The program is supplied with a number of standard reports.

New reports are developed from time to time and will be added to the list when the program is upgraded.

Different criteria options are presented, depending on which report is selected. Some reports are based on a single Trust and others are based on Trust Groups.

This document is listing the standard GDMA and Shareholder reports.

Test Block Sample used

For demonstration purposes, many of the report examples listed in this document are based on information that is publicly available from the Māori Land Court website as at 22-Nov-2015. We used the following block as David is an owner.

BLOCK : Kopuhaia 2

Block ID :	34709
District :	Waiariki
Title Order Type :	Partition Order
Title Order Ref :	97 ROT 119
Title Notice Ref :	-
Title Order Date :	08/03/1949
Land Status :	Maori Freehold Land
Plan :	ML 399912
LINZ Ref :	271741
Area (ha) :	149.556
Total Shares :	369.1
Total Owners :	145

Demo Financial Information

For report examples that show financial information, a test distribution was made.

All information in the report examples is completely fictitious, except the core block information (owner name, shares) that is publically available from the Maori Land Court website.

The test distribution is shown in the distribution history screen:

SH Reports

These reports are specific for the currently selected shareholder record on the main screen.
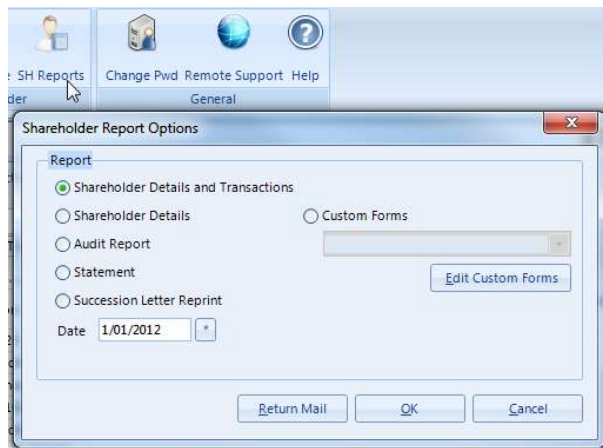
Shareholder Details and Transactions

This displays a summary of the three main tabs (Shareholder Info, Financial Statements and Share Transactions) for the current shareholder from a given date. Any transactions occurring before the given date are included in the opening balances.

Shareholder Details

This displays the details and a summary of the financial and share balances of the current shareholder.

Shareholder Information

Rawiri David Wharekura

ID Number	138	Closed ☐	NRWT ☐
Date of Birth	01-Jan-1949	I.R.D. Number	12-345-678
Gender	Male	Payment Method	Direct Credit
Type	Individual	Bank Account	11-1111-1111111-111
Address 1	12 Garden Place Hamilton	Account Details	
Post Code	3200	Region	
Address 2		Aliases	
Post Code			
Phone #1			
Cellphone	0223-54321-3		
Email	david@arisesoftware.co.nz		
Administrator			

Shareholder Note

dob 1/1/1949 used to demonstrate Kaumatua eligibilty report

Financial Transactions

Kopuhaia2	$0.00

Share Transactions

Kopuhaia2	0.677582

Audit Report

This displays an Audit Trail of any changes made to the selected Shareholder's details on the main shareholder tab.

Audit Trail

Rawiri David Wharekura

Date/Time	Name	ID No.	Field	From	To
22-Nov-15 11:37:16 PM	ds	138	Email Address	None	david@arisesoftware.co.nz
22-Nov-15 11:37:16 PM	ds	138	Cell Phone	None	0223-54321-3
22-Nov-15 11:37:16 PM	ds	138	Post Code	None	3200

Statement

This displays a statement that can be sent to the shareholder, it shows trust group tax and dividend rates and any transactions within the time period given.

your company slogan

	Statement Type Statement Reprint
	Cheque / Batch # N/A
	Statement Date 01-Dec-15
	IRD No.

Rawiri David Wharekura
12 Garden Place
Hamilton

Shareholder IRD No. 12345678

Bank Account No. 11-1111-1111111-111

Outstanding Amount $0.00

Shareholder ID No. 138

22-11-2015	Share Distribution - Gross Amount - Shares Held: 0.677582, Rate per Share: 100.0,Annual - TEST ONLY, Includes Maori Authority Tax Credits: $14.37 at 17.5%	$82.13
22-11-2015	Maori Authority Tax Credit	-$14.37
23-11-2015	Payment DC#123	-$67.76

Succession Letter Reprint

This allows for the reprinting of a succession letter when needed. This is particularly useful if the succeeding Shareholder has shares in multiple Trusts and they are being processed at the same time. The letter will combine the trusts onto one letter.

Custom Forms

GDMA now allows for an unlimited number of Custom Forms. Existing Forms can be imported via the Administration RPX files screen –minor conversion may need to be done by us for some reports.

Custom forms currently support information from the main shareholder tab. A future release will include shares and financial information.

To get started:
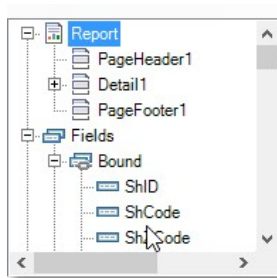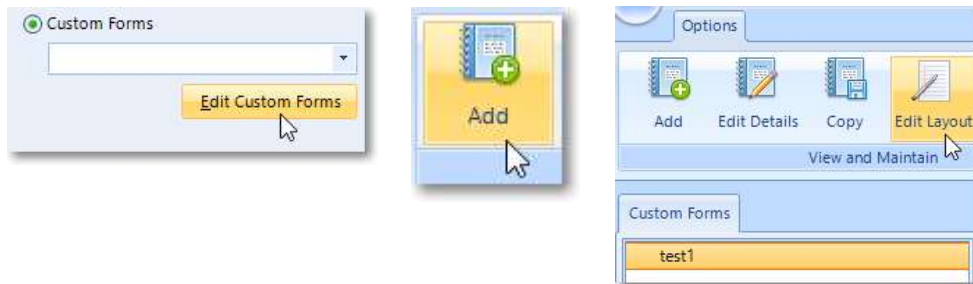
On the right side of the report designer screen, is the list of fields that can be dragged and dropped onto the report area.
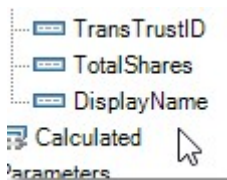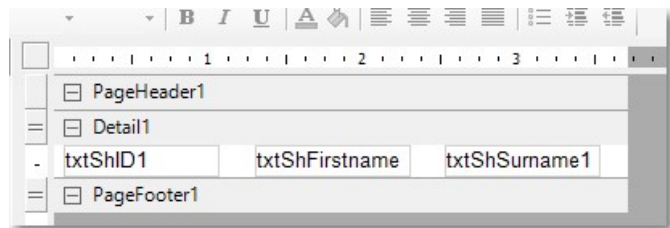
These fields are reserved for AGM labels.
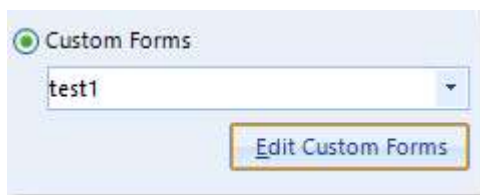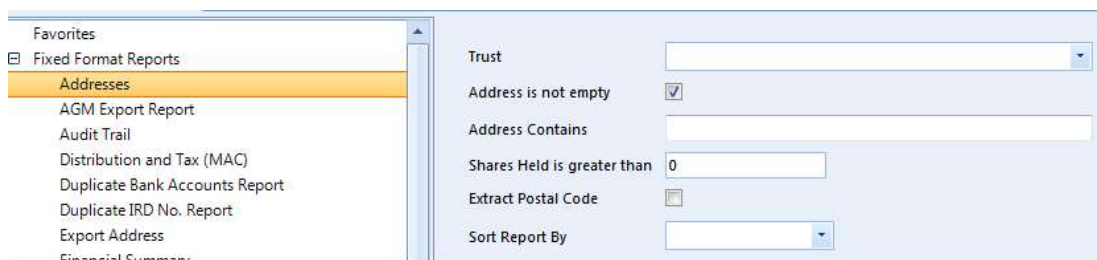
The report will display in the list of custom forms, when competed.

If you need assistance, just give us a call. Your organisation gets an hour per month which is covered by the support agreement you have with us.

Standard Reports

Addresses

Provides basic owner address list.

Address List
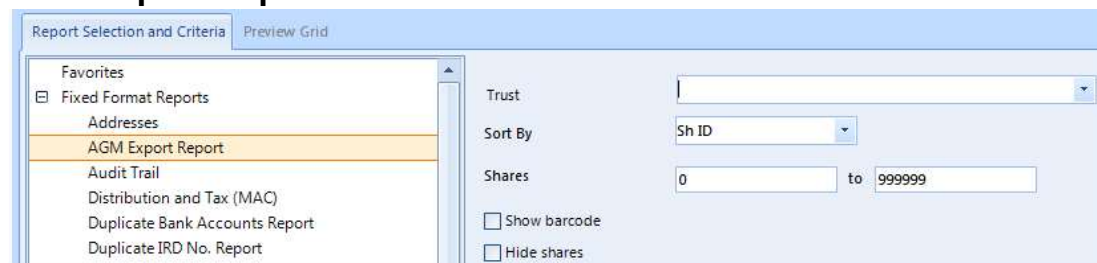
Address is not empty.
Shares Held is greater than 0.   Trust Name is equal to Kopuhaia2

ID	FIRSTNAME	SURNAME	ADDRESS	POSTAL CODE (Post Code)
Kopuhaia2				
133	Hamiora	Wharekura	c/- The Plaza Hotel, 18th Avenue, Rotorua	
134	Miriama	Wharekura	80b Delight Ave, Rotorua	
135	Arama	Wharekura or Singh	123 Happy Street, Rotorua	
138	Rawiri David	Wharekura	12 Garden Place, Hamilton	3200

AGM export Report

Designed for small blocks to take the report out in the field, use a special barcode pen to capture attendance - all without the need of a computer. Or simply using the report to pen mark attendance directly on the report.

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Sh ID		Name/Alias	Owner	Shares
130		Sylvia Joyce Freeman (Remainder)	Wairama, Sylvia (Tei Tei)	17.13051
130		Greta Herewini (Remainder)	Wairama, Sylvia (Tei Tei)	17.13051
131		Wairama, Tatana Joseph		8.69025
132		Wharekua, Matilda		0.677582
133		Wharekura, Hamiora		1.539961
134		Wharekura, Miriama		0.677582
135		Wharekura or Singh, Arama		0.677683
136		Wharekura, Pare		1.84796
137		Wharekura, Pare Peka		1.539962
138		Wharekura, Rawiri David		0.677582

Audit Trail

Records changes made on the main shareholder tab. Auditing of share transactions and financial transactions are available directly from the tabs on the main screen as full history is shown.

Audit Trail Report

Shareholder Number	Date Changed	User Name	Field Name	Old Value	New Value
132	23-11-15 23:07	ds	Payment Method	None	Direct Credit
132	23-11-15 23:07	ds	Bank Account		1111111111111113
139	23-11-15 23:06	ds	Payment Method	None	Direct Credit
139	23-11-15 23:06	ds	Bank Account		1111111111111112
134	23-11-15 23:06	ds	Address		80b Delight Ave Rotorua
134	23-11-15 23:05	ds	Payment Method	None	Cheque
133	23-11-15 23:05	ds	Payment Method	None	Cheque
133	23-11-15 22:20	ds	Payment Method	Cheque	None
133	23-11-15 22:11	ds	Payment Method	None	Cheque
133	23-11-15 22:11	ds	Address		c/- The Plaza Hotel 18th Avenue Rotorua
135	23-11-15 22:10	ds	Payment Method	None	Cheque
135	23-11-15 22:05	ds	Address		123 Happy Street Rotorua
138	23-11-15 00:17	ds	D.O.B.		Jan 1 1949 12:00AM
138	23-11-15 00:17	ds ds	Sh Notes		dob 1/1/1949 used to demonstrate Kaumatua eligibility report
138	22-11-15 23:37	ds	Email Address		david@arisesoftware.co.nz
138	22-11-15 23:37	ds	Cell Phone		0223-54321-3
138	22-11-15 23:37	ds	Post Code		3200

Total Records: 17

Distribution and Tax (Mac)

Providing distribution list by owner. Dividend Rate is rounded to 2 decimal places. Putea, if any, is your admin fee charged to the owners. Use the transaction date of the distribution if wanting to pinpoint a single distribution.

Distribution and Tax (MAC)

Kopuhaia2

NUMBER	NAME	DATE OF PAYMENT	DISTRIBUTION TYPE	IRD NUMBER	SHARE HOLDING	DIVIDEND RATE	GROSS DIVIDEND	MAORI AUTHORITY CREDIT	RWT	NRWT	PUTEA	NET DIVIDEND
1	Airini Manihera-Taoho Whanau Trust	22-11-2015	Annual		7.51259	$121.21	$910.62	-$159.36	-$141.15	$0.00	$0.00	$610.11
2	Brian Nelson Whanau Trust	22-11-2015	Annual		1.224191	$121.21	$148.39	-$25.97	$0.00	$0.00	$0.00	$122.42
3	Taima Chase	22-11-2015	Annual		0.136684	$121.23	$16.57	-$2.90	$0.00	$0.00	$0.00	$13.67
4	Raukawa John Stanley Cleal	22-11-2015	Annual		0.73918	$121.22	$89.60	-$15.68	$0.00	$0.00	$0.00	$73.92
5	Tina Tearai Augustine Cleal	22-11-2015	Annual		0.73918	$121.22	$89.60	-$15.68	$0.00	$0.00	$0.00	$73.92
6	Tracey Marie Cleal	22-11-2015	Annual		0.73918	$121.21	$89.60	-$15.68	$0.00	$0.00	$0.00	$73.92

At the end of the report a summary of the distribution is provided.

NUMBER	NAME	DATE OF PAYMENT	DISTRIBUTION TYPE	IRD NUMBER	SHARE HOLDING	DIVIDEND RATE	GROSS DIVIDEND	MAORI AUTHORITY CREDIT	RWT	NRWT	PUTEA	NET DIVIDEND
134	Miriama Wharekura	22-11-2015	Annual		0.677582	$121.21	$82.13	-$14.37	$0.00	$0.00	$0.00	$67.76
135	Arama Wharekura or Singh	22-11-2015	Annual		0.677583	$121.21	$82.13	-$14.37	$0.00	$0.00	$0.00	$67.76
136	Pare Wharekura	22-11-2015	Annual		1.84796	$121.21	$224.00	-$39.20	-$34.72	$0.00	$0.00	$150.08
137	Pare Peka Wharekura	22-11-2015	Annual		1.539962	$121.21	$186.66	-$32.67	$0.00	$0.00	$0.00	$153.99
138	Rawiri David Wharekura	22-11-2015	Annual	12-345-678	0.677582	$121.21	$82.13	-$14.37	$0.00	$0.00	$0.00	$67.76
139	Reginald Peka Wharekura	22-11-2015	Annual		1.539962	$121.21	$186.66	-$32.67	$0.00	$0.00	$0.00	$153.99
140	Wiripine Wharekura	22-11-2015	Annual		1.539961	$121.21	$186.66	-$32.67	$0.00	$0.00	$0.00	$153.99
141	Luvonne Woods	22-11-2015	Annual		4.37487	$121.21	$530.29	-$92.80	-$82.19	$0.00	$0.00	$355.30

Total Shareholders:	141
Total Shareholdings:	369.1
Total Gross Dividend:	$44,739.44
Total MAC:	-$7,829.41
Total RWT:	-$6,080.35
Total NRWT:	$0.00
Total Putea:	$0.00
Total Net Dividend:	$30,829.68

This matches our test distribution in the distribution history screen:

	Date	Process Date	Trust	Gross Total	Total Shares	No of Shareholders	Comments	Tax Amount	NRWT	MACA Credits	Net
▸	22-11-2015	22-11-2015	Kopuhaia2	$44,739.44	369.1	141	TEST ONLY	-$6,080.35	$.00	-$7,829.41	$30,829.68

Duplicate Bank Accounts Report

Audit report for checking bank accounts used by more the one owner.

Duplicate IRD No. Report

Audit report for checking IRD recorded by more the one owner.

Export Addresses

Creates a CSV file of owner address information. The single address textbox from GDMA main shareholder screen, has each line separated into individual columns in the CSV file. The Misc column contains the first address line that has C/-

Postal code is extracted either from the last 4 digits in the address textbox, or from the post code textbox.

Financial Summary

Provides a financial summary by owner, including the outstanding balance.

Financial Summary Report

Kopuhaia2

SH ID	Name	Dividend	W/Hold Tax	Payment	Other	Close Bal
Trust:	**Kopuhaia2**					
1	Airini Manihera-Taoho Whanau Trust	$910.62	-$141.15	$0.00	-$159.36	$610.11
2	Brian Nelson Whanau Trust	$148.39	$0.00	$0.00	-$25.97	$122.42

An overall summary included at the footer.

SH ID	Name	Dividend	W/Hold Tax	Payment	Other	Close Bal
138	Rawiri David Wharekura	$82.13	$0.00	-$67.76	-$14.37	$0.00
139	Reginald Peka Wharekura	$186.66	$0.00	-$153.99	$121.32	$153.99
140	Wiripine Wharekura	$186.66	$0.00	$0.00	-$32.67	$153.99
141	Luvonne Woods	$530.29	-$82.19	$0.00	-$92.80	$355.30

Total Shareholders:	141
Total Dividend:	$44,739.44
Total Tax:	-$6,080.35
Total Payment:	-$579.02
Total Other:	-$7,521.43
Total Close Bal:	$30,558.64

This matches our test distribution in the distribution history screen:

The net in the distribution history screen does not include payments. Therefore the closing balance from the report is calcuated as follows:

$	44,739.44	Dividend			
$	(6,080.35)	RWT			
$	(579.02)	Payments			
			$	(7,829.41)	MAC
			$	153.99	Cancelled DC
			$	153.99	Cancelled Chq
$	(7,521.43)	Other			
$ 30,558.64		Closing Balance After Payments			

Kaumatua Eligibility

Provides a list of Kaumatua based on the above criteria, which can be later used to provide Kaumatua payments.

Payment Details and Addresses

Useful for getting a list of transactions for a certain transaction type, for example Māori Authority Tax Credit.

SH ID	Name	Date of Payment	Share Holding	Cheque Number DC Batch ID	Amount
138	Rawiri David Wharekura 12 Garden Place Hamilton	22-11-2015	0.677582		-$14.37
139	Reginald Peka Wharekura	22-11-2015	1.539962		-$32.67
140	Wiripine Wharekura	22-11-2015	1.539961		-$32.67
141	Luvonne Woods	22-11-2015	4.37487		-$92.80

Total Shareholders:	141
Total Shareholding:	369.1
Total Amount:	$7,829.41

This matches our test distribution MACA Credits in the distribution history screen:

	Date	Process Date	Trust	Gross Total	Total Shares	No of Shareholders	Comments	Tax Amount	NRWT	MACA Credits	Net
▸	22-11-2015	22-11-2015	Kopuhaia2	$44,739.44	369.1	141	TEST ONLY	-$6,080.35	$.00	-$7,829.41	$30,829.68

Presented Cheques

There are three options to list cheques and direct credits. The purpose is to relate payments with distributions as a payment could be for more than one distribution.

This example shows that a presented cheque #1122 on 23/11/14 (trans date) was for distribution 22/11/15. The 14.37 Other amount is MAC

Presented Cheques vs. Distribution

SH ID	Trans. Date	Cheque #	Reconciled Date	Reconciled Amount		
135	23-11-2015	1122	24-11-2015	$67.76		
Distribution Date Trust			**Distribution Amount Less Tax**			
	22-11-2015 Kopuhaia2		82.13			
			$82.13	$67.76 *Other*		$14.37
		Distribution Amount Less Tax		**Amount**		**Other**
	TOTALS	$82.13		$67.76		$14.37

135 Arama Wharekura or Singh

Shareholder Info | Financial Transactions | Share Transactions | Reference | Misc

Select Trust Group: All   Select Trust: All

	Date	Transaction	Comments	Reconciled	Trust Code	Amount	Balance
							Balance $.00
▸	23-Nov- 2015	Cheque Issued Chq#1122 -$67.76	Manual Payment - Exchange: 1.00, Currency NZD	YES		0	$.00
	23-Nov- 2015	Payment Chq#1122			Kopuhaia2	-$67.76	$.00
	22-Nov- 2015	Maori Authority Tax Credit			Kopuhaia2	-$14.37	$67.76
	22-Nov- 2015	Share Distribution - Gross Amount	Shares Held: 0.677583, Rate per Share: 100.0,Annual - TEST ONLY, Includes Maori Authority Tax Credits: $14.37 at 17.5%		Kopuhaia2	$82.13	$82.13

This example shows that an unpresented cheque #1123 on 23/11/14 (trans date) was for distribution 22/11/15. The 32.67 Other amount is MAC.

Unpresented Cheques vs. Distribution

SH ID	Trans. Date	Cheque #		Cheque Amount
133	23-11-2015	1123		$153.99
Distribution Date Trust		**Distribution Amount Less Tax**		
22-11-2015 Kopuhaia2		186.66		
		$186.66	$153.99 *Other*	$32.67

SH ID	Trans. Date	Cheque #		Cheque Amount
134	23-11-2015	1124		$67.76
Distribution Date Trust		**Distribution Amount Less Tax**		
22-11-2015 Kopuhaia2		82.13		
		$82.13	$67.76 *Other*	$14.37

	Distribution Amount Less Tax	Amount	Other
TOTALS	$268.79	$221.75	$47.04

133   Hamiora Wharekura

Shareholder Info | Financial Transactions | Share Transactions | Reference | Misc

Select Trust Group: All   Select Trust: All

Date	Transaction	Comments	Reconciled	Trust Code	Amount	Balance
						Balance $153.99
24-Nov-2015	Cheque Cancelled Chq#1123			Kopuhaia2	$153.99	$153.99
23-Nov-2015	Cheque Issued Chq#1123 -$153.99	Manual Payment - Exchange: 1.00, Currency NZD	CANC		0	$.00
23-Nov-2015	Payment Chq#1123			Kopuhaia2	-$153.99	$.00
22-Nov-2015	Maori Authority Tax Credit			Kopuhaia2	-$32.67	$153.99
22-Nov-2015	Share Distribution - Gross Amount	Shares Held: 1.53996, Rate per Share: 100.0,Annual - TEST ONLY, Includes Maori Authority Tax Credits: $32.67 at 17.5%		Kopuhaia2	$186.66	$186.66

This example shows that a direct credit #123 for SH#139 on 23/11/14 (trans date) was for distribution 22/11/15. The 32.67 Other amount is MAC.

Direct Credit vs. Distribution

SH ID	Trans. Date	DC Batch Ref		Direct Credit Amount
132	23-11-2015	123		$67.76
Distribution Date Trust		**Distribution Amount Less Tax**		
22-11-2015 Kopuhaia2		82.13		
		$82.13	$67.76 *Other*	$14.37

SH ID	Trans. Date	DC Batch Ref		Direct Credit Amount
138	23-11-2015	123		$67.76
Distribution Date Trust		**Distribution Amount Less Tax**		
22-11-2015 Kopuhaia2		82.13		
		$82.13	$67.76 *Other*	$14.37

SH ID	Trans. Date	DC Batch Ref		Direct Credit Amount
139	23-11-2015	123		$153.99
Distribution Date Trust		**Distribution Amount Less Tax**		
22-11-2015 Kopuhaia2		186.66		
		$186.66	$153.99 *Other*	$32.67

	Distribution Amount Less Tax	Amount	Other
TOTALS	$350.92	$289.51	$61.41

139   Reginald Peka Wharekura

Shareholder Info | Financial Transactions | Share Transactions | Reference | Misc

Select Trust Group: All   Select Trust: All

Date	Transaction	Comments	Reconciled	Trust Code	Amount	Balance
						Balance $153.99
24-Nov-2015	Direct Credit Cancelled Batch#123			Kopuhaia2	$153.99	$153.99
23-Nov-2015	Direct Credit Batch#123 -$153.99	Manual Payment - Exchange: 1.00, Currency NZD	CANC		0	$.00
23-Nov-2015	Payment Batch#123			Kopuhaia2	-$153.99	$.00
22-Nov-2015	Maori Authority Tax Credit			Kopuhaia2	-$32.67	$153.99
22-Nov-2015	Share Distribution - Gross Amount	Shares Held: 1.53996, Rate per Share: 100.0,Annual - TEST ONLY, Includes Maori Authority Tax Credits: $32.67 at 17.5%		Kopuhaia2	$186.66	$186.66

Reconcile by Trust Group - Cheques

Report Selection and Criteria | Preview Grid

Reconcile by Trust Group - Cheques
Reconcile by Trust Group – Direct Credit
Reconciliation Report
Reg Summary and Shareholder Trans Rep...
Register Summary
SH Administrators Report
Share Analysis
Share Certificate
Share Register
Share Transfer Schedule
Share Transfer Schedule - Pending
Shareholder Alias

Trust Group
Transaction Type
Transaction Cheque Number is not empty ☑
Transaction Reconciled
Transaction Cancelled
Transaction Date is less than
Transaction Reconciled Date is greater than or equal to

List of all cheques:

Trust Group   Kopuhaia2
Transaction Type   Cheque Issued
Transaction Cheque Number is not empty ☑
Transaction Reconciled
Transaction Cancelled
Transaction Date is less than   .
Transaction Reconciled Date is greater than or equal to .

Reconciliation Report

NUMBER	NAME	DATE OF PAYMENT	CHEQUE NUMBER	NET AMOUNT	STATUS
Kopuhaia2					
133	Hamiora Wharekura	23-11-2015	1123	$153.99	Cancelled
134	Miriama Wharekura	23-11-2015	1124	$67.76	Unpresented
135	Arama Wharekura or Singh	23-11-2015	1122	$67.76	Presented
	Total Records:		3		
	Total Amounts:		$289.51		

Cancelled Cheques:

Trust Group   Kopuhaia2
Transaction Type   Cheque Issued
Transaction Cheque Number is not empty ☑
Transaction Reconciled
Transaction Cancelled   Yes
Transaction Date is less than   .
Transaction Reconciled Date is greater than or equal to .

Reconciliation Report

NUMBER	NAME	DATE OF PAYMENT	CHEQUE NUMBER	NET AMOUNT	STATUS
Kopuhaia2					
133	Hamiora Wharekura	23-11-2015	1123	$153.99	Cancelled
	Total Records:		1		
	Total Amounts:		$153.99		

Presented/Reconciled cheques:

Trust Group	Kopuhaia2
Transaction Type	Cheque Issued
Transaction Cheque Number	is not empty ☑
Transaction Reconciled	Yes
Transaction Cancelled	No
Transaction Date is less than	-
Transaction Reconciled Date is greater than or equal to	-

Reconciliation Report

NUMBER	NAME	DATE OF PAYMENT	CHEQUE NUMBER	NET AMOUNT	STATUS
Kopuhaia2					
135	Arama Wharekura or Singh	23-11-2015	1122	$67.76	Presented
	Total Records:		1		
	Total Amounts:		$67.76		

Not presented/Not reconciled cheques:

Trust Group	Kopuhaia2
Transaction Type	Cheque Issued
Transaction Cheque Number	is not empty ☑
Transaction Reconciled	No
Transaction Cancelled	No
Transaction Date is less than	-
Transaction Reconciled Date is greater than or equal to	-

Reconciliation Report

NUMBER	NAME	DATE OF PAYMENT	CHEQUE NUMBER	NET AMOUNT	STATUS
Kopuhaia2					
134	Miriama Wharekura	23-11-2015	1124	$67.76	Unpresented
	Total Records:		1		
	Total Amounts:		$67.76		

Reconcile by Trust Group - Direct Credits

List of all direct credits:

Reconciliation Report

NUMBER	NAME	DATE OF PAYMENT	DC BATCH	NET AMOUNT	STATUS
Kopuhaia2					
132	Matilda Wharekua	23-11-2015	123	$67.76	Presented
138	Rawiri David Wharekura	23-11-2015	123	$67.76	Unpresented
139	Reginald Peka Wharekura	23-11-2015	123	$153.99	Cancelled
	Total Records:		3		
	Total Amounts:		$289.51		

Cancelled direct credits:

Reconciliation Report

NUMBER	NAME	DATE OF PAYMENT	DC BATCH	NET AMOUNT	STATUS
Kopuhaia2					
139	Reginald Peka Wharekura	23-11-2015	123	$153.99	Cancelled
	Total Records:		1		
	Total Amounts:		$153.99		

Not reconciled direct credits:

Trust Group	Kopuhaia2
Transaction Type	Direct Credit

Transaction DC Batch ID is not empty ☑

Transaction Reconciled	No
Transaction Cancelled	No
Transaction Date is less than	_

Transaction Reconciled Date is greater than or equal to | _ |

Reconciliation Report

NUMBER	NAME	DATE OF PAYMENT	DC BATCH	NET AMOUNT	STATUS
Kopuhaia2					
138	Rawiri David Wharekura	23-11-2015	123	$67.76	Unpresented
	Total Records:		**1**		
	Total Amounts:		**$67.76**		

Reconciled direct credits:

Trust Group	Kopuhaia2
Transaction Type	Direct Credit

Transaction DC Batch ID is not empty ☑

Transaction Reconciled	Yes
Transaction Cancelled	No
Transaction Date is less than	_

Transaction Reconciled Date is greater than or equal to | _ |

Reconciliation Report

NUMBER	NAME	DATE OF PAYMENT	DC BATCH	NET AMOUNT	STATUS
Kopuhaia2					
132	Matilda Wharekua	23-11-2015	123	$67.76	Presented
	Total Records:		**1**		
	Total Amounts:		**$67.76**		

Reconciliation Report

Similar to Reconcile by Trust Group – Cheques and Reconcile by Trust Group - Direct Credits, with simplified criteria screen.

Reconciliation Report - Direct Credits

SH ID	Name	Date of Payment	Cheque Number	Net Amount	Status
Kopuhaia2					
132	Matilda Wharekua	23-11-2015		$67.76	Presented
138	Rawiri David Wharekura	23-11-2015		$67.76	Unpresented
139	Reginald Peka Wharekura	23-11-2015		$153.99	Cancelled
		Total Records:	3		
		Total Amount:	$289.51		

Reconciliation Report - Cheques

SH ID	Name	Date of Payment	Cheque Number	Net Amount	Status
Kopuhaia2					
133	Hamiora Wharekura	23-11-2015	1123	$153.99	Cancelled
134	Miriama Wharekura	23-11-2015	1124	$67.76	Unpresented
135	Arama Wharekura or Singh	23-11-2015	1122	$67.76	Presented
		Total Records:	3		
		Total Amount:	$289.51		

Reg Summary and Shareholder Trans Report

Report Selection and Criteria | Preview Grid

Reg Summary and Shareholder Trans Report	
Register Summary	
SH Administrators Report	
Share Analysis	
Share Certificate	
Share Register	
Share Transfer Schedule	
Share Transfer Schedule - Pending	
Shareholder Alias	
Shareholder Balances	
Shareholder Register	
Shareholder Register Summary	
Shareholder Share Ranking Report	
Shareholder Transactions	
Shareholders in Multiple Trusts	
Statement	
Succession Letter	
Trust Report	
Unclaimed Analysis	

Trust
ID No. _____ to _____
First Name _____ to _____
Surname _____ to _____
Shareholding _____ to _____ ☐ Exclude 0 Shares
Financial Bal. _____ to _____
D.O.B. - _____ to -
Tax Rate _____ to _____
Gender
Payment Method
Deceased
Address Status
Region
Date From - _____ to - _____ ☐ Use Date Criteria
Sort Report By

Provides financial summary by transaction type, share total and owner count at the top of the report. Then provides financial transaction detail by owner.

Register Summary Report

Kopuhaia2

Trust: Kopuhaia2

Share Distribution - Gross Amount	141	$44,739.44
Dividend Tax	45	-$6,080.35
Payment	6	-$579.02
Cheque Cancelled	1	$153.99
Direct Credit Cancelled	1	$153.99
Maori Authority Tax Credit	141	-$7,829.41

$30,558.64	Total Outstanding
335	Total Transactions
369.1	Total Shareholding
141	Total Shareholder with Shares
0	Total Shareholder with No Shares

Shareholder Transactions Report

Kopuhaia2

Date	Transaction Type	Reference	Amount	Balance	Notes
S/H ID: 1	**Airini Manihera-Taoho Whanau Trust**				
22-11-2015	Share Distribution - Gross Amount		$910.62	$910.62	Shares Held: 7.51259, Rate per Share: 100.0,Annual - TEST ONLY, Includes Maori Authority Tax Credits: $159.36 at 17.5%
22-11-2015	Maori Authority Tax Credit		-$159.36	$751.26	
22-11-2015	Dividend Tax		-$141.15	$610.11	Resident Withholding Tax @ 15.5% (No IRD Number)
		Closing Balance:		$610.11	
S/H ID: 2	**Brian Nelson Whanau Trust**				
22-11-2015	Share Distribution - Gross		$148.39	$758.50	Shares Held: 1.22419, Rate per Share:

The end of the report displays owner count and outstanding amount.

Date	Transaction Type	Reference	Amount	Balance	Notes
S/H ID: 139	Reginald Peka Wharekura				
22-11-2015	Share Distribution - Gross Amount		$186.66	$30,082.02	Shares Held: 1.53996, Rate per Share: 100.0,Annual - TEST ONLY, Includes Maori Authority Tax Credits: $32.67 at 17.5%
22-11-2015	Maori Authority Tax Credit		-$32.67	$30,049.35	
23-11-2015	Payment		-$153.99	$29,895.36	
24-11-2015	Direct Credit Cancelled		$153.99	$30,049.35	
			Closing Balance:	$153.99	
S/H ID: 140	Wiripine Wharekura				
22-11-2015	Share Distribution - Gross Amount		$186.66	$30,236.01	Shares Held: 1.53996, Rate per Share: 100.0,Annual - TEST ONLY, Includes Maori Authority Tax Credits: $32.67 at 17.5%
22-11-2015	Maori Authority Tax Credit		-$32.67	$30,203.34	
			Closing Balance:	$153.99	
S/H ID: 141	Luvonne Woods				
22-11-2015	Share Distribution - Gross Amount		$530.29	$30,733.63	Shares Held: 4.37487, Rate per Share: 100.0,Annual - TEST ONLY, Includes Maori Authority Tax Credits: $92.8 at 17.5%
22-11-2015	Maori Authority Tax Credit		-$92.80	$30,640.83	
22-11-2015	Dividend Tax		-$82.19	$30,558.64	Resident Withholding Tax @ 15.5% (No IRD Number)
			Closing Balance:	$355.30	

Total Shareholders: 141
Total Outstanding: $30,558.64

This matches our test distribution in the distribution history screen:

Date	Process Date	Trust	Gross Total	Total Shares	No of Shareholders	Comments	Tax Amount	NRWT	MACA Credits	Net
22-11-2015	22-11-2015	Kopuhaia2	$44,739.44	369.1	141	TEST ONLY	-$6,080.35	$.00	-$7,829.41	$30,829.68

The net in the distribution history screen does not include payments. Therefore the closing balance from the report is calcuated as follows:

$	44,739.44	Dividend	
$	(6,080.35)	RWT	
$	(579.02)	Payments	
		$ (7,829.41)	MAC
		$ 153.99	Cancelled DC
		$ 153.99	Cancelled Chq
$	(7,521.43)	Other	
$ 30,558.64		Closing Balance After Payments	

Register Summary

Provides financial summary by transaction type and share total and owner count.

Register Summary Report
Kopuhaia2

Trust: Kopuhaia2

	No. of Transactions	Total Amount
Share Distribution - Gross Amount	141	$44,739.44
Dividend Tax	45	-$6,080.35
Payment	6	-$579.02
Cheque Cancelled	1	$153.99
Direct Credit Cancelled	1	$153.99
Maori Authority Tax Credit	141	-$7,829.41

$30,558.64	Total Outstanding
335	Total Transactions
369.1	Total Shareholding
141	Total Shareholder with Shares
0	Total Shareholder with No Shares

This matches our test distribution in the distribution history screen:

The net in the distribution history screen does not include payments. Therefore the closing balance from the report is calcuated as follows:

$	44,739.44	Dividend		
$	(6,080.35)	RWT		
$	(579.02)	Payments		
			$ (7,829.41)	MAC
			$ 153.99	Cancelled DC
			$ 153.99	Cancelled Chq
$	(7,521.43)	Other		
$ 30,558.64		**Closing Balance After Payments**		

Share Analysis

Provides share count ranges useful for analysis.

Share Analysis Report
Kopuhaia2

Shareholding Range	From	To	Number of Shareholders	Number of Shares
1	0.0000001	0.99999999	85	29.595368
2	1	4.99999999	37	108.015872
3	5	9.99999999	12	101.84582
4	10	24.99999999	7	129.64294
5	25	49.99999999	0	0
6	50	199.99999999	0	0
7	200	299.99999999	0	0
8	300	399.99999999	0	0
9	400	499.99999999	0	0
11	500	1,000.99999999	0	0
12	1,001	2,000.99999999	0	0
13	2,001	5,000	0	0

Wednesday, 25-November-2015 23:07   Totals: 141   369.1

Share Certificate

Used for the creation of single or a range of certificates.

CERTIFICATE AS TO SHAREHOLDING AT THE 25 DAY OF November 2015

Te Ture Whenua Maori Act 1993

Kopuhaia2 Incorporation

This is to certify that Rawiri David Wharekura

of 12 Garden Place
Hamilton

holds 0.677582 shares in the above-named incorporation at the date of this certificate.

At that date the total number of shares in the incorporation is 369.1

Dated at .... the .... day of .... 20....

THE COMMON SEAL OF Kopuhaia2 Incorporation was here unto affixed in the presence of:

_____
Chairman

_____
Secretary

THIS CERTIFICATE SHALL NOT BE CONSTRUED AS EVIDENCE OF TITLE OTHERWISE THAN AT THE DATE HEREOF

Share Register

Provides basic owner address list with share total.

Share Register Report - Kopuhaia2

Number	Name	Address	Shares Held	Bank A/C	DOB
132	Matilda Wharekua		0.677582	1111111111111113	
138	Rawiri David Wharekura	12 Garden Place, Hamilton	0.677582	1111111111111111	01-01-1949
139	Reginald Peka Wharekura		1.539962	1111111111111112	
		Total Shareholders:	3		
		Total Shareholding:	2.895126		

Share Transfer Schedule

Provides successions reporting.

Share Transfer Schedule - Kopuhaia2 — Schedule # MLC 112211

From Shareholder				To Shareholder					
Existing Shareholder	ID	Shares Held	Dividend Held	New Shareholder	ID	Shares Transferred	Dividend Transferred	Document Evidence	Date
Succession									
Rawiri David Wharekura	138	0.677582	$0.00	Miriama Wharekura	134	0.338791	$0.00	Gifting	25-11-2015
				Matilda Wharekua	132	0.338791	$0.00	Gifting	25-11-2015
						0.677582	$0.00		
Totals For Kopuhaia2		0.677582	$0.00			0.677582	$0.00		

Share Transfer Schedule – Pending

Provides successions reporting, for successions yet to be processed.

Share Transfer Schedule - Kopuhaia2

Schedule # MLC 112211

From Shareholder				To Shareholder					
Existing Shareholder	ID	Shares Held	Dividend Held	New Shareholder	ID	Shares Transferred	Dividend Transferred	Document Evidence	Date
Pending Processing									
Rawiri David Wharekura	138	0.677582	$0.00	Miriama Wharekura	134	0.338791	$0.00	Pending Processing	25-11-2015
				Matilda Wharekua	132	0.338791	$0.00	Pending Processing	25-11-2015
						0.677582	$0.00		
Totals For Kopuhaia2		0.677582	$0.00			0.677582	$0.00		

Shareholder Alias

Provides alias list.

Shareholder Alias Kopuhaia2

SH ID	First name	Surname	Notes	Shares	Aliases
1	Airini Manihera-Taoho Whanau Trust			15.02518	Airini Kathleen Tahi (Responsible Trustee), Peter Laurie Taoho (Responsible Trustee)
2	Brian Nelson Whanau Trust			2.448382	Louise Ruiha Christie (Responsible Trustee), Brian Nelson (Responsible Trustee)
13	Jodey	Folwell-Turipa		9.62085	Ngawai Aroha Turipa (Remainder), Tamati Aterangi Turipa (Remainder), Maehe Eva Turipa (Remainder)
27	Jane Hinewai Tatana Hakaraia Whanau Trust			3.69591	Matewai Glenis Kingi (Responsible Trustee)
28	Jim Whanga Whanau Trust			19.586972	Caren Awhina Alcock (Responsible Trustee), Mark Te Whetu Whanga (Responsible Trustee), Memory Ngareta Whanga (Responsible Trustee), Phillip James Whanga (Responsible Trustee)
29	K & T MacFarlane Whanau Trust			43.4511	Barbara Evelyn MacFarlane (Responsible Trustee), Wayne MacFarlane (Responsible Trustee), Lyola Kahurangi Tokone (Responsible Trustee)

Shareholder Balances

Provides share total and outstanding balance, per owner.

Shareholder Balances Report

Kopuhaia2

Shareholder ID	Shareholder Name	Shares Held	Outstanding Balance
1	, Airini Manihera-Taoho Whanau Trust	7.51259	$610.11
2	, Brian Nelson Whanau Trust	1.224191	$122.42
27	, Jane Hinewai Tatana Hakaraia Whanau Trust	3.69591	$300.15
28	, Jim Whanga Whanau Trust	4.896743	$397.67
29	, K & T MacFarlane Whanau Trust	14.4837	$1,176.25
47	, Matiria Ruawai-Taoho Wills Whanau Trust	13.71376	$1,113.72
59	, Poai Nelson Te Tahi-o-Te-Rangi Whanau Trust	0.053661	$5.36
61	, Rangi WHANAU TRUST	3.4761	$282.30
94	, Taoho Whanau ki Tongariro B WHANAU TRUST	8.26386	$671.13
99	, Te Hoia and Areta Wikiriwhi Trust Fund	2.3174	$188.20
119	, Te Winitana Taoho Taiapo Hapu Whanau Trust	2.873658	$233.37
3	Chase, Taima	0.136684	$13.67
4	Cleal, Raukawa John Stanley	0.73918	$73.92
5	Cleal, Tina Tearai Augustine	0.73918	$73.92

The end of the report displays owner count, total shareholding and outstanding amount.

Shareholder Balances Report

Shareholder ID	Shareholder Name	Shares Held	Outstanding Balance
129	Wairama, Alison Dawn	8.69025	$705.75
130	Wairama, Sylvia (Tei Tei)	17.13051	$1,391.21
131	Wairama, Tatana Joseph	8.69025	$705.75
133	Wharekura, Hamiora	1.539961	$153.99
136	Wharekura, Pare	1.84796	$150.08
137	Wharekura, Pare Peka	1.539962	$153.99
139	Wharekura, Reginald Peka	1.539962	$153.99
140	Wharekura, Wiripine	1.539961	$153.99
141	Woods, Luvonne	4.37487	$355.30

Total Records:	**137**	
Total Shareholding:	**366.389671**	
Total Amounts:	**$30,558.64**	

The reason for the total shareholding difference is that not all shareholders are included in the report. In this example 4 owners (137 reported, 141 is distribution history) are excluded as they had no outstanding amount. Only owners with outstanding amounts are included in this report.

The closing balance matches our test distribution in the distribution history screen:

	Date	Process Date	Trust	Gross Total	Total Shares	No of Shareholders	Comments	Tax Amount	NRWT	MACA Credits	Net
✦	22-11-2015	22-11-2015	Kopuhaia2	$44,739.44	369.1	141	TEST ONLY	-$6,080.35	$.00	-$7,829.41	$30,829.68

The net in the distribution history screen does not include payments. Therefore the closing balance from the report is calcuated as follows:

$	44,739.44	Dividend	
$	(6,080.35)	RWT	
$	(579.02)	Payments	
		$	(7,829.41) MAC
		$	153.99 Cancelled DC
		$	153.99 Cancelled Chq
$	(7,521.43)	Other	
$ 30,558.64		Closing Balance After Payments	

arisesoftware

Shareholder Register

Provides owner detail, share total and outstanding balance, per owner.

Shareholder Register Report

Kopuhaia2

ID	Name	Sex	D.O.B.	Decd	RWT	Bank Account IRD No.	Shares Held	Closing Balance	Phone Number	Email Address
1	Airini Manihera-Taoho Whanau Trust				N		7.51259	$610.11 None		
2	Brian Nelson Whanau Trust				N		1.22419	$122.42 None		
27	Jane Hinewai Tatana Hakaraia Whanau Trust				N		3.69591	$300.15 None		

The end of the report displays owner count, total shareholding and outstanding amount.

ID	Name	Sex	D.O.B.	Decd	RWT	Bank Account IRD No.	Shares Held	Closing Balance	Phone Number	Email Address
53	Sidney Hirini Ngatai				N		0.09568	$9.57 None		
130	Sylvia (Tei Tei) Wairama	F			N		17.13051	$1,391.21 None		

Total Shareholders: 141
Total Shareholding: 369.10
Total Outstanding: $30,558.64

The closing balance matches our test distribution in the distribution history screen:

Date	Process Date	Trust	Gross Total	Total Shares	No of Shareholders	Comments	Tax Amount	NRWT	MACA Credits	Net
22-11-2015	22-11-2015	Kopuhaia2	$44,739.44	369.1	141	TEST ONLY	-$6,080.35	$.00	-$7,829.41	$30,829.68

The net in the distribution history screen does not include payments. Therefore the closing balance from the report is calcuated as follows:

$	44,739.44	Dividend			
$	(6,080.35)	RWT			
$	(579.02)	Payments			
			$	(7,829.41)	MAC
			$	153.99	Cancelled DC
			$	153.99	Cancelled Chq
$	(7,521.43)	Other			
$ 30,558.64		Closing Balance After Payments			

Shareholder Register Summary

Provides owner address and share total, per owner.

Share Register Report
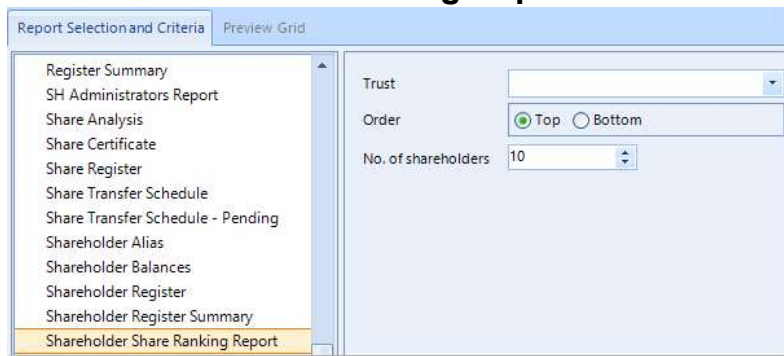
Kopuhaia2

NUMBER	NAME	ADDRESS		SHARES HELD
1	Airini Manihera-Taoho Whanau Trust		Whanau Trust	7.51259
2	Brian Nelson Whanau Trust		Whanau Trust	1.224191
3	Taima Chase		Individual	0.136684

The end of the report displays owner count and total shareholding.

NUMBER	NAME	ADDRESS		SHARES HELD
138	Rawiri David Wharekura	12 Garden Place Hamilton	Individual	0.677582
139	Reginald Peka Wharekura		Individual	1.539962
140	Wiripine Wharekura		Individual	1.539961
141	Luvonne Woods		Individual	4.37487
		Total Shareholders:	141	
		Total Shareholdings:	369.1000	

Shareholder Share Ranking Report

Provides ranking of share totals useful for analysis.
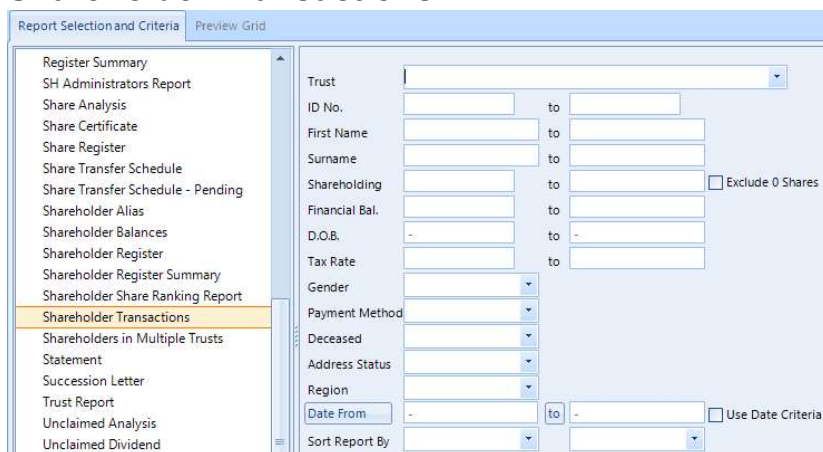
Shareholder Share Ranking Report

Kopuhaia2

Shareholder ID	Shareholder Name	Shares Held
126	Wahanui, Na Rota Garry	21.078743
128	Wahanui, Teeni Stanley	21.078743
125	Wahanui, Arapata William	21.078742
127	Wahanui, Pita Hayward	21.078742
130	Wairama, Sylvia (Tei Tei)	17.13051
29	, K & T MacFarlane Whanau Trust	14.4837
47	, Matiria Ruawai-Taoho Wills Whanau Trust	13.71376
100	Te Kahu-o-te, Rangi	9.8711
33	Kiriwera, Ninihi	9.87109
35	Kiriwera, Tiki Kakao	9.87109

Total Records:		**10**
Total Shareholding:		**159.25622**

Shareholder Transactions

Provides financial transaction detail by owner.

Shareholder Transactions Report

Kopuhaia2

Date	Transaction Type	Reference	Amount	Balance	Notes
S/H ID: 1	Airini Manihera-Taoho Whanau Trust				
22-11-2015	Share Distribution - Gross Amount		$910.62	$910.62	Shares Held: 7.51259, Rate per Share: 100.0, Annual - TEST ONLY, Includes Maori Authority Tax Credits: $159.36 at 17.5%
22-11-2015	Maori Authority Tax Credit		-$159.36	$751.26	
22-11-2015	Dividend Tax		-$141.15	$610.11	Resident Withholding Tax @ 15.5% (No IRD Number)
			Closing Balance:	$610.11	
S/H ID: 2	Brian Nelson Whanau Trust				
22-11-2015	Share Distribution - Gross Amount		$148.39	$768.50	Shares Held: 1.22419, Rate per Share: 100.0, Annual - TEST ONLY, Includes Maori Authority Tax Credits: $25.97 at 17.5%
22-11-2015	Maori Authority Tax Credit		-$25.97	$732.53	
			Closing Balance:	$122.42	

The end of the report displays owner count and outstanding amount.

Date	Transaction Type	Reference	Amount	Balance	Notes
					IRD Number)
			Closing Balance:	$355.30	
	Total Shareholders:	141			
	Total Outstanding:	$30,558.64			

The closing balance matches our test distribution in the distribution history screen:

	Date	Process Date	Trust	Gross Total	Total Shares	No of Shareholders	Comments	Tax Amount	NRWT	MACA Credits	Net
▸	22-11-2015	22-11-2015	Kopuhaia2	$44,739.44	369.1	141	TEST ONLY	-$6,080.35	$.00	-$7,829.41	$30,829.68

The net in the distribution history screen does not include payments. Therefore the closing balance from the report is calcuated as follows:
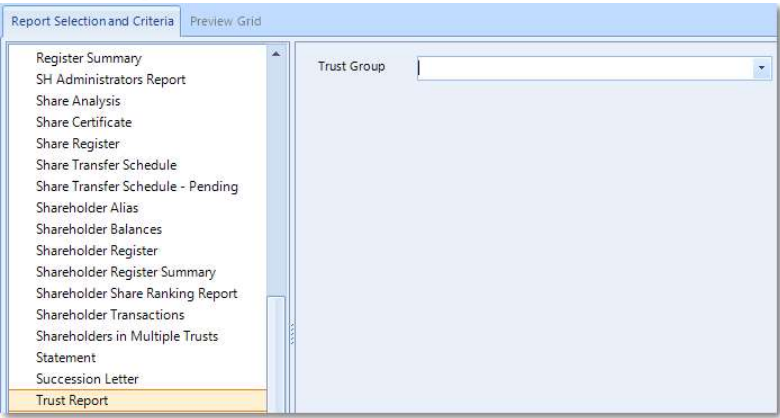
$	44,739.44	Dividend		
$	(6,080.35)	RWT		
$	(579.02)	Payments		
			$ (7,829.41)	MAC
			$ 153.99	Cancelled DC
			$ 153.99	Cancelled Chq
$	(7,521.43)	Other		
$ 30,558.64		Closing Balance After Payments		

Shareholders in Multiple Trusts

Display owners in more 2 trusts nominated in the criteria screen.

Trust Report

Provides list of trusts and their blocks.

Trust Report

Trust Group Trusts	Number of Shareholders	Number of Shares
Kopuhaia2		
Kopuhaia2	141	369.1
	141	369.1

Unclaimed Analysis

Current under development (as at Nov 2015)

Provides owner count for shareholding ranges with associated outstanding balances. Useful for analysis.

The end of the report displays owner count and outstanding amount.

Unclaimed Dividend
To be removed from list.

No longer used as newer reports provider better information.

Unclaimed Money

Provides unclaimed list.

Unclaimed Money Report

Kopuhaia2

ID	Old Code	First Name	Last Name	Amount
1	123772	Airini Manihera-Taoho Whanau Trust		$610.11
2	148548	Brian Nelson Whanau Trust		$122.42
3	3232897	Taima	Chase	$13.67
4	3048060	Raukawa John Stanley	Cleal	$73.92
5	2950700	Tina Tearai Augustine	Cleal	$73.92

The end of the report displays owner count and outstanding amount.

ID	Old Code	First Name	Last Name	Amount
138	3200006	Rawiri David	Wharekura	$0.00
139	2182676	Reginald Peka	Wharekura	$153.99
140	2182680	Wiripine	Wharekura	$153.99
141	2182671	Luvonne	Woods	$355.30

	Total Shareholders Reported:	**141**
	Total Outstanding:	**$30,558.64**

The closing balance matches our test distribution in the distribution history screen:

	Date	Process Date	Trust	Gross Total	Total Shares	No of Shareholders	Comments	Tax Amount	NRWT	MACA Credits	Net
▸	22-11-2015	22-11-2015	Kopuhaia2	$44,739.44	369.1	141	TEST ONLY	-$6,080.35	$.00	-$7,829.41	$30,829.68

The net in the distribution history screen does not include payments. Therefore the closing balance from the report is calcuated as follows:

$	44,739.44	Dividend		
$	(6,080.35)	RWT		
$	(579.02)	Payments		
			$ (7,829.41)	MAC
			$ 153.99	Cancelled DC
			$ 153.99	Cancelled Chq
$	(7,521.43)	Other		
$ 30,558.64		Closing Balance After Payments		

Unpaid by Year

The following is to show scenarios of how the unpaid by year report works. The screens are from GDPro.

Financial Transactions for 2004

In Jan-2004, Joe had a net distribution of $10 which was paid in Mar-2004 providing a $0.00 balance by the end of that year.

In Jan-2004, Julie had a net distribution of $20 which was paid in Mar-2004 providing a $0.00 balance by the end of that year.

It is expected to see a total Net distribution of $30, payments of $30 with an outstanding balance of $0.00 for the year of 2004.

The following results of the Unpaid By Year report confirms the expectations:

FinYear	Distributions	Tax	Net	MAC	Payments	Other	YrDue	Outstanding
2004	$44.78	-$14.78	$30.00	$0.00	-$30.00	$0.00	$0.00	$0.00
2005	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
2006	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
Total	$44.78	-$14.78	$30.00	$0.00	-$30.00	$0.00	$0.00	$0.00

Therefore, when the payment was made in Mar-2004, it was for outstanding balances for Year 2004 only as there were no outstanding balances for prior years.

Financial Transactions for 2005

In Jan-2005, Joe had a net distribution of $20 which was paid in Mar-2005 providing a $0.00 balance by the end that year.

Shareholder: Joe Blogg (ID: 1)

Shareholder Info. | Financial Transactions | Share Transactions | Misc

Select Trust Group: All   Select Trust: All

Date	Transaction	Reconciled	Trust Code	Amount	Balance
01-Jan-2004	Share Distribution - Gross Amount Shares Held: 1, Rate per Share: 14.9, Annual		Trust1	$14.93	$14.93
01-Jan-2004	Dividend Tax		Trust1	-$4.93	$10.00
01-Mar-2004	Cheque Issued Chq#10 - $10.00	NO		$0.00	$10.00
01-Mar-2004	Payment Chq#10		Trust1	-$10.00	$0.00
01-Jan-2005	Share Distribution - Gross Amount Shares Held: 1, Rate per Share: 29.9, Annual		Trust1	$29.85	$29.85
01-Jan-2005	Dividend Tax		Trust1	-$9.85	$20.00
01-Mar-2005	Cheque Issued Chq#30 - $20.00	NO		$0.00	$20.00
01-Mar-2005	Payment Chq#30		Trust1	-$20.00	$0.00

In Jan-2005, Julie had a net distribution of $40 which was not paid during that year, providing a $40.00 balance by the end that year.

Shareholder: Julie Blogg (ID: 2)

Shareholder Info. | Financial Transactions | Share Transactions | Misc

Select Trust Group: All   Select Trust: All

Date	Transaction	Reconciled	Trust Code	Amount	Balance
01-Jan-2004	Share Distribution - Gross Amount		Trust1	$29.85	$29.85
	Shares Held: 2, Rate per Share: 14.9, Annual				
01-Jan-2004	Dividend Tax		Trust1	-$9.85	$20.00
01-Mar-2004	Cheque Issued Chq#20 - $20.00	NO		$0.00	$20.00
01-Mar-2004	Payment Chq#20		Trust1	-$20.00	$0.00
01-Jan-2005	Share Distribution - Gross Amount		Trust1	$59.70	$59.70
	Shares Held: 2, Rate per Share: 29.9, Annual				
01-Jan-2005	Dividend Tax		Trust1	-$19.70	$40.00

It is expected to see a total Net distribution of $60, payments of $20 with an outstanding balance of $40.00 for the year of 2005.

It is expected to see a total Net distribution of $60, payments of $20 with an outstanding balance of $40.00 for the year of 2005.

Trust	Trust1
Distribution Date From	01/01/2004 Distribution Date To 31/12/2005

☐ Exclude SH with zero balance (due to payment) at any time
☐ Exclude SH Payments followed by a zero balance

○ Detail by Financial Year and Shareholder
● Summary by Financial Year
○ Summary by Shareholder

Start of Financial Year   Jan ▾

The following results of the Unpaid By Year report confirms the expectations:

FinYear	Distributions	Tax	Net	MAC	Payments	Other	YrDue	Outstanding
2004	$44.78	-$14.78	$30.00	$0.00	-$30.00	$0.00	$0.00	$0.00
2005	$89.55	-$29.55	$60.00	$0.00	-$20.00	$0.00	$40.00	$40.00
2006	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$40.00
Total	$134.33	-$44.33	$90.00	$0.00	-$50.00	$0.00	$40.00	$40.00

Therefore, when the payment was made in Mar-2005, it was for outstanding balances for Year 2004 only as there were no outstanding balances for prior years.

Financial Transactions for 2006

In Jan-2006, Joe had a net distribution of $30 which was paid in Mar-2006 providing a $0.00 balance by the end that year.

Shareholder: Joe Blogg (ID: 1)

Shareholder Info. | Financial Transactions | Share Transactions | Misc

Select Trust Group: All   Select Trust: All

Date	Transaction	Reconciled	Trust Code	Amount	Balance
01-Jan-2004	Share Distribution - Gross Amount Shares Held: 1, Rate per Share: 14.9, Annual		Trust1	$14.93	$14.93
01-Jan-2004	Dividend Tax		Trust1	-$4.93	$10.00
01-Mar-2004	Cheque Issued Chq#10 - $10.00	NO		$0.00	$10.00
01-Mar-2004	Payment Chq#10		Trust1	-$10.00	$0.00
01-Jan-2005	Share Distribution - Gross Amount Shares Held: 1, Rate per Share: 29.9, Annual		Trust1	$29.85	$29.85
01-Jan-2005	Dividend Tax		Trust1	-$9.85	$20.00
01-Mar-2005	Cheque Issued Chq#30 - $20.00	NO		$0.00	$20.00
01-Mar-2005	Payment Chq#30		Trust1	-$20.00	$0.00
01-Jan-2006	Share Distribution - Gross Amount Shares Held: 1, Rate per Share: 30.0,Annual, Includes Maori Authority Credits: $7.27 at 19.5%		Trust1	$37.27	$37.27
01-Jan-2006	Maori Authority Credit		Trust1	-$7.27	$30.00
01-Mar-2006	Cheque Issued Chq#40 - $30.00	NO		$0.00	$30.00
01-Mar-2006	Payment Chq#40		Trust1	-$30.00	$0.00
				BALANCE:	$0.00

In Jan-2006, Julie had a net distribution of $60 which was paid in Mar-2006. The Mar-2006 payment also included an outstanding balance for prior years.

Shareholder: Julie Blogg (ID: 2)

Shareholder Info. | Financial Transactions | Share Transactions | Misc

Select Trust Group: All   Select Trust: All

Date	Transaction	Reconciled	Trust Code	Amount	Balance
01-Jan-2004	Share Distribution - Gross Amount Shares Held: 2, Rate per Share: 14.9, Annual		Trust1	$29.85	$29.85
01-Jan-2004	Dividend Tax		Trust1	-$9.85	$20.00
01-Mar-2004	Cheque Issued Chq#20 - $20.00	NO		$0.00	$20.00
01-Mar-2004	Payment Chq#20		Trust1	-$20.00	$0.00
01-Jan-2005	Share Distribution - Gross Amount Shares Held: 2, Rate per Share: 29.9, Annual		Trust1	$59.70	$59.70
01-Jan-2005	Dividend Tax		Trust1	-$19.70	$40.00
01-Jan-2006	Share Distribution - Gross Amount Shares Held: 2, Rate per Share: 30.0,Annual, Includes Maori Authority Credits: $14.53 at 19.5%		Trust1	$74.53	$114.53
01-Jan-2006	Maori Authority Credit		Trust1	-$14.53	$100.00
01-Mar-2006	Cheque Issued Chq#41 - $100.00	NO		$0.00	$100.00
01-Mar-2006	Payment Chq#41		Trust1	-$100.00	$0.00
				BALANCE:	$0.00

First, an Unpaid By Year report is to be produced to include all transactions prior to the Mar-2006 payment to identify the yearly outstanding balances before the payment was made:

Trust: Trust1
Distribution Date From: 01/01/2004   Distribution Date To: 01/01/2006

☐ Exclude SH with zero balance (due to payment) at any time
☐ Exclude SH Payments followed by a zero balance

○ Detail by Financial Year and Shareholder
⦿ Summary by Financial Year
○ Summary by Shareholder

Start of Financial Year: Jan

The following result shows an outstanding balance of $130, which includes an outstanding balance of $40 for a prior year:

FinYear	Distributions	Tax	Net	MAC	Payments	Other	YrDue	Outstanding
2004	$44.78	-$14.78	$30.00	$0.00	-$30.00	$0.00	$0.00	$0.00
2005	$89.55	-$29.55	$60.00	$0.00	-$20.00	$0.00	$40.00	$40.00
2006	$111.80	$0.00	$111.80	-$21.80	$0.00	$0.00	$90.00	$130.00
Total	$246.13	-$44.33	$201.80	-$21.80	-$50.00	$0.00	$130.00	$130.00

The 2005 outstanding balance of $40 relates to Julie who was not paid during the year of 2005.

Next, another Unpaid By Year report is to be produced to include all transactions up to the Mar-2006 payment to identify the yearly outstanding balances since the payment was made

The following result shows that there is no outstanding balance since the payment was made.

FinYear	Distributions	Tax	Net	MAC	Payments	Other	YrDue	Outstanding
2004	$44.78	-$14.78	$30.00	$0.00	-$30.00	$0.00	$0.00	$0.00
2005	$89.55	-$29.55	$60.00	$0.00	-$20.00	$0.00	$40.00	$40.00
2006	$111.80	$0.00	$111.80	-$21.80	-$130.00	$0.00	-$40.00	$0.00
Total	$246.13	-$44.33	$201.80	-$21.80	-$180.00	$0.00	$0.00	$0.00

As shown in the "YrDue" column, $40 more has been paid in 2006 than what was required for year 2006. This is due to the Mar-2006 payment including an outstanding balance for a prior year, in this case 2005. Therefore, the Mar-2006 payment covered $90 outstanding for year 2006 and $40 for year 2005.

Unpaid Percentage

This is used to see the rate of unpaid dividends over time. The goal is to have the unpaid percentage as low as possible.

The unpaid percentage is the total unclaimed for that year divided by the total distributions made to date. For example, for 2003 there are $128,216 unclaimed to date. The total distributions to date for that period are $150,000. Therefore, the unpaid percentage is $128,216 divided by $150,000.

	div		unclaimed	%
2002	$ -		$ 65,556	
2003	$150,000	$150,000	$ 128,216	0.854773
2004	$ 41,296	$191,296	$ 136,848	0.715373
2005	$ 41,296	$232,592		
2006	$ 41,296	$273,888		
2007	$ 41,296	$315,184		

Each year, the total distributions will typically increase.

Unpresented Cheques
To be removed from list.

No longer used as newer reports provider better information.

Unclaimed Dividend V2

Unclaimed Dividend V2 - Kopuhaia2

- Summary Report Only
- Include Distribution Transactions in criteria but do not include in 'Total Selected Transaction Types' total.
- Do not show shareholders who had a zero balance (due to payment) since <not selected>
- Report on shareholders that had the following transaction types: <not selected>
- Report on shareholders that had transactions From: <not selected> To: <not selected>

Shareholder	Distributions	Tax	Net Distribution	Payments	Other	Balance	Selected Transactions	Oustanding To Date
				Transactions for Selection Period				
1 - Airini Manihera-Taoho Whanau Trust	$910.62	-$141.15	$769.47	$0.00	-$159.36	$610.11	$0.00	$610.11
2 - Brian Nelson Whanau Trust	$148.39	$0.00	$148.39	$0.00	-$25.97	$122.42	$0.00	$122.42
3 - Taima Chase	$16.57	$0.00	$16.57	$0.00	-$2.90	$13.67	$0.00	$13.67

Shareholder	Distributions	Tax	Net Distribution	Payments	Other	Balance	Selected Transactions	Oustanding To Date
				Transactions for Selection Period				
133 - Hamiora Wharekura	$186.66	$0.00	$186.66	-$153.99	$121.32	$153.99	$0.00	$153.99
134 - Miriama Wharekura	$82.13	$0.00	$82.13	-$67.76	-$14.37	$0.00	$0.00	$0.00
135 - Arama Wharekura or Singh	$82.13	$0.00	$82.13	-$67.76	-$14.37	$0.00	$0.00	$0.00
136 - Pare Wharekura	$224.00	-$34.72	$189.28	$0.00	-$39.20	$150.08	$0.00	$150.08
137 - Pare Peka Wharekura	$186.66	$0.00	$186.66	$0.00	-$32.67	$153.99	$0.00	$153.99
138 - Rawiri David Wharekura	$82.13	$0.00	$82.13	-$67.76	-$14.37	$0.00	$0.00	$0.00
139 - Reginald Peka Wharekura	$186.66	$0.00	$186.66	-$153.99	$121.32	$153.99	$0.00	$153.99
140 - Wiripine Wharekura	$186.66	$0.00	$186.66	$0.00	-$32.67	$153.99	$0.00	$153.99
141 - Luvonne Woods	$530.29	-$82.19	$448.10	$0.00	-$92.80	$365.30	$0.00	$365.30
GRAND TOTALS	**$44,739.44**	**-$6,080.35**	**$38,659.09**	**-$579.02**	**-$7,521.43**	**$30,558.64**	**$0.00**	**$30,558.64**

Unclaimed Dividend Information

To show outstanding balance / unclaimed dividend total, for each shareholder, where:

1. The transactions are for a particular trust, and
2. At least one transaction was made between particular dates, and those transactions are of certain types as selected by the operator.

An example is displayed on the above screen. The operator would like to see shareholders that have transactions for trust code MAN and have had one or more Payment transactions between 1-Jan-1800 and 1-Jan-1993.

Non-Payment Information

To calculate an outstanding balance for shareholders that have not had a full payment made since a certain date. This can be used to show all shareholders who have unpaid dividends from distributions made 10 years ago.

Definitions

Total Distributions less Tax

A calculation made by retrieving the total of Share Dividend transactions and subtracting the value by the total of Dividend Tax transactions. Only transactions made before or up to the *Transaction Date To* date are included.

Total Selected Transaction Types

A calculation made by retrieving the total of transactions that are the same transaction type as selected in the *Transaction Type list*. Only transactions made between the *Transaction Date From* date and the *Transaction Date To* date are included.

Total Outstanding Balance

A calculation made by retrieving the total of all transactions where they were made before or up to the *Transaction Date To* date.

Options

Include Distribution Transactions in criteria but do not include in 'Total Selected Transaction Types' total

This will ensure that shareholders that have Share Dividend and Dividend Tax transactions within the report criteria dates are included in the report. It will also ensure that the total of the Share Dividend and Dividend Tax transactions are not included in the *Total Selected Transaction Types* total.

The purpose of this option is to allow the report to show shareholders that have had distribution transactions within the report criteria dates, but have a separate total to be calculated based on selected transaction types – without the inclusion of distribution transaction totals.

Do not show shareholders who had a zero balance (due to payment) since the "Transaction Date To" date

This will ensure that shareholders that have had a Payment transaction on, or after, the *Transaction Date To* date and reduced the balance to $0.00 will not be included in the report.
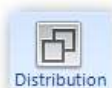
The purpose of this option is to calculate an outstanding balance for shareholders that have not had a full payment made since a certain date.

Summary Report Only

This will only show the totals for each shareholder. This report will process faster than the detail report, as transactions are not displayed.

The purpose of the detail report is to verify the information in the summary report.

Trial Distributions

In the distribution screen there is a button Trial Distribution.

This button allows for running a test distribution. This allows for the impact of a selected distribution amount to be understood prior to running the process.

For the distribution shown to the right the Total Dollar amount (Dividend Gross) was $400,000.

This is Grossed Up by the Distribution process to $496,894.75 by adding $96,893.41 of tax credits (MAC). The amounts do not add totally correctly due to the complex algorithms in the system to ensure correct round of $ amounts to whole cent values. This is especially important for tax amounts.

In the example below there is a difference of $1.34 caused by the rounding process.
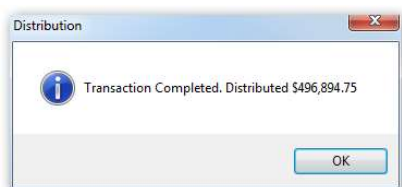
Dividend Allocation Report	
Trust	KAURI TRUST
As At	20-Jun-2013
Dividend Per Share	16.86
Dividend Date	20-Jun-2013
Total Shareholders	597
Total Shares	23726.40999
Allocation Summary	
Balance B/Fwd	$220,066.56
Dividend Gross	496,894.75
MAC	-96,893.41
RWT (no IRD and Div > 200)	-60,385.14
RWT (insufficiant MAC)	0.00
NRWT	0.00
Putea	0.00
Cheques (Count)	6
Cheques	$1,221.61
Direct Credits (Count)	372
Direct Credits	$451,373.00
Dividend Net	339,616.20
Balance (unclaimed)	$107,087.73

Distribution

Transaction Completed. Distributed $496,894.75

OK

Ad-Hoc Reports

The advantage of Ad-Hoc reports is that they provide the user with the ability to control the selection of fields and records to be included in the report.

The facility can also be used to create completely new reports. Unfortunately putting together a new report is an advanced facility that requires patience and perseverance, but the results can be outstanding. On account of the time-consuming nature of the process of generating a new report layout (actually placing the fields onto the report layout) we consider the real strength of this Ad-Hoc facility to be the flexibility it provides for users to change the existing reports.

If you need assistance, just give us a call. Your organisation gets an hour per month which is covered by the support agreement you have with us.

General Appearance

All of the reports in the Ad-Hoc reports section appear as below when selected, to show the Field and Criteria options.

An additional row of buttons also appears. The first four buttons (Clear Criteria, Restore, Save and SQL) relate to the Criteria options.
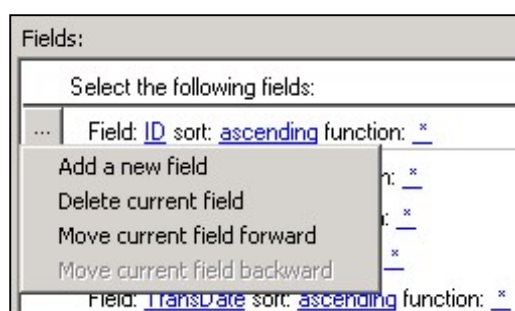
Preview in Grid

The **Preview in Grid** button provides the means to quickly check the records to be returned by the selected criteria.

Edit Layout

Edit Layout is to adjust the way the data and text are presented on the report when printed.

Fields

The button with the 3 dots   when clicked, displays the menu for adding, deleting and moving fields.
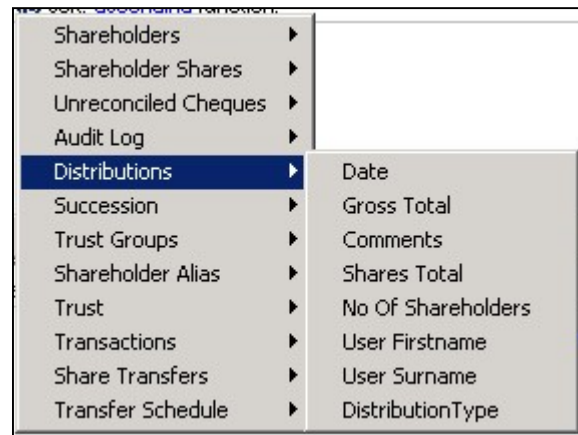
The field line, when added, appears as follows:

Field: _*_ sort: _*_ function: _*_

Field: _*_ Click this * to view the list of tables available and the fields associated with each table.

Select any field for your report. Clicking on an existing field name in blue will also produce the same list so that a different field may be selected.

Sort: _*_ Click this * if the field name on this line is to be used to control the sort order of the report. More than one field line can be used to control the sort order in which case the priority will be from the top sort line to the bottom sort line.

| Shareholders	▶	
Shareholder Shares	▶	
Unreconciled Cheques	▶	
Audit Log	▶	
Distributions	▶	Date
Succession	▶	Gross Total
Trust Groups	▶	Comments
Shareholder Alias	▶	Shares Total
Trust	▶	No Of Shareholders
Transactions	▶	User Firstname
Share Transfers	▶	User Surname
Transfer Schedule	▶	DistributionType

The **Move current field forward** or **backward** option enables adjustment of this sort priority where more than one field is selected for the sort.

Function: * This * is used to perform calculations or advance functions with the field. It is not appropriate to use this option with GDMA.

Criteria

The criteria option is used to select the records to be displayed by the report. The criteria may be relatively simple, like all records from a selected Trust, or complex with a variety of conditions to specify the exact conditions.

As with fields the button with the 3 dots adding, deleting and moving criteria ▢▢▢ when clicked, displays the menu for conditions.
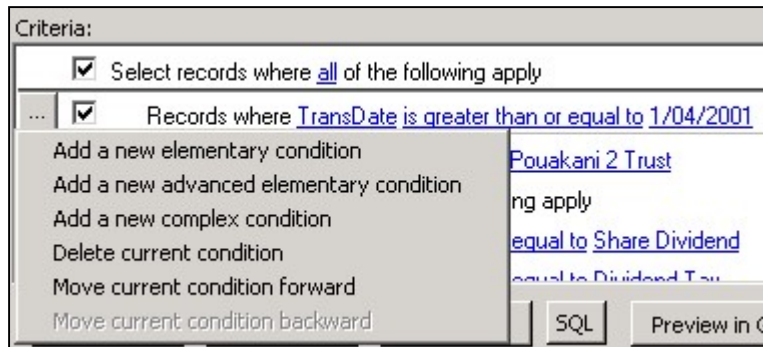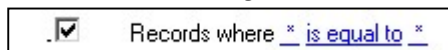

There are 3 types of criteria conditions:

1. Elementary condition
2. Advanced elementary condition
3. Complex condition.

The most commonly used option is the first – the elementary condition.

The Elementary Condition

The where * selects a field from the same list presented in the Fields part of the screen.

The **is equal to part** presents a list of criteria options for the comparison process. Note the **contains** and **starts with** options which apply to text fields. **Contains** allows the criteria to search any part of a word, such as the characters "uku" in the names or address fields.

The final * determines the value for the comparison and is controlled by the type of field selected.
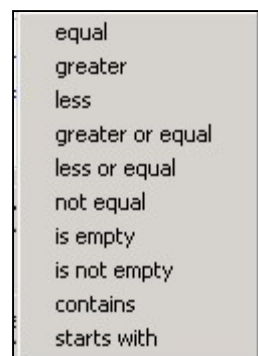
Date fields

If the field is of date type, then a calendar pops up/down when the triangle is clicked. A date can be typed directly into the field or the calendar can be used. Note that the red oval indicates today's date. This date can be selected by clicking the oval or the word Today at the bottom if a different month/year is displayed from the current.

A different month can be selected by clicking on the month word at the top. This pops down a list of months.

Similarly, the year can be changed by clicking on the year and scrolling with the up down buttons presented to the right of the year.

The last way to navigate the months is via the left/right triangles in the blue area.

A single click on any date returns that value to the date field and closes the calendar.

Trust Names

Many fields, like the Trust name, present a drop-down list of names to choose from.

Others

For criteria options other than is empty or **is not empty** a value can be typed. If the field is numeric only numbers can be typed.

The Tick Box ☑

This is used to indicate, if ticked, that the criteria is to be included in the selection process. Thus, a line can be temporarily disabled rather having to delete it.

☑ Records where field * is equal to constant *
☑ Select records where all of the following apply

The Advanced Elementary Condition
This allows criteria to be used where one field is compared to another. For example, it could be used to display all shareholders where the cheque address (Address) is the same as the notices address (Address2).

The Complex Condition

This condition is at the top of the list of conditions by default.

It may be useful to add another of these conditions if you need the equivalent of a logic OR condition. For example, if you want to report on transactions that were made on two specific dates. Then two separate entries would be made below a new complex condition, one for each date. The complex condition would be set to **any** of the following rather than **all** of the following.

The Buttons

Clear Criteria

This button removes all criteria except the first Complex Criteria line.   If this button was pressed by mistake, then the Restore button can be used to return the saved values.

Restore

Copies all the saved criteria to the screen. This will replace all criteria on the screen and cannot be undone.

Save

This button, when clicked, saves the displayed criteria for future use. If changes are made to the criteria users are asked to save their changes when actions are taken which may cause the changes to be lost e.g., changing to another report.

SQL

This enables the developers to view the query generated by the criteria. This is for support purposes.

Preview In Grid

The records selected by the criteria and fields are displayed, via this button, in a raw format. This is useful as a quick means to check the criteria.

The Grid format can be used to reformat the data and to print it.

There are several ways the Grid format can be changed:

Sort Order

Any column can be used to control the sort order by clicking on the grey column title/name.

Column Order

The columns can be moved by dragging the column title/name to the left or right.

Print Preview	Print	Close

Drag a column header here to group by that column.

ID	Shares_Held	TrustCode	TransDate	TransAmt
1	120	TC	4/12/1900	$29.40
1	120	TC	10/12/1901	$29.40
1	120	TC	6/12/97	$24.00
1	120	TC	24/11/98	$25.80
1	120	TC	30/11/99	$28.20
1	120	TC	15/09/73	$0.30
1	120	TC	28/11/95	$21.00
1	120	TC	2/12/96	$22.20
5	0	TC	2/12/96	$858.40
5	0	TC	28/11/95	$812.00
5	0	TC	26/11/94	$742.40
5	0	TC	3/12/92	$649.60

Grouping

The Grid will group entries by a column when the column title/name is dragged upwards and dropped below the Print Preview button.

Print Preview

The Grid contents can be printed directly with the Print button or via the Preview screen. By default, the preview layout shows the page number, total number of pages and the date/time printed on each page.

Close

The Close button should be used to close the Grid and preview screens.

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