

2026 Financial Accounts Checklist

Please circle relevant entity

Company

Sole Trader

Trust

Other

Entity Name: _____

Nature of Business: _____

Contact Information: *If any of the following has changed since last year, please provide:*

Address: _____

Phone: _____

Email: _____

Bank Account details for IRD refunds:

Account Name: _____

Account Number: _____

Accounting Information Required (if applicable) for period 01/04/2025 – 31/03/2026

Please select if you are using MYOB XERO

	Enclosed	N/A
• Business Bank Statements	<input type="checkbox"/>	<input type="checkbox"/>
• Business Loan Statements	<input type="checkbox"/>	<input type="checkbox"/>
• Business Credit Card Statements	<input type="checkbox"/>	<input type="checkbox"/>
• Interest RWT Certificates	<input type="checkbox"/>	<input type="checkbox"/>
• Dividend Certificates	<input type="checkbox"/>	<input type="checkbox"/>
• Aged Receivables / Debtors report (money owed to you)	<input type="checkbox"/>	<input type="checkbox"/>
• Aged Payables / Creditors report (money you owe)	<input type="checkbox"/>	<input type="checkbox"/>
• Stock on hand as at 31/03/2026	<input type="checkbox"/>	<input type="checkbox"/>
• Do you own any Crypto or Digital Assets?	<input type="checkbox"/>	<input type="checkbox"/>
• Home Office Expenses	<input type="checkbox"/>	<input type="checkbox"/>
• Hire Purchase / Lease Agreements	<input type="checkbox"/>	<input type="checkbox"/>
• Legal statements relating to business transactions (settlement statements, sale & purchase agreements)	<input type="checkbox"/>	<input type="checkbox"/>

Aged Receivables / Debtors Incl. GST (Amounts owed to you) \$

Cash on Hand as at 31 March 2026 \$

- Till Float

- Petty Cash

Stock on Hand as at 31 March 2026 (excl. GST) \$

- Stock / Inventory

- Work in Progress (if any)

Aged Payables / Creditors Incl. GST (Amounts owed by you)

Name of Creditor \$

Cash Sales not Banked \$

Did you receive any cash during the period 01/04/2025 – 31/03/2026 that was not banked? If so, how much.

Business Use of Private Residence

If any part of your home is used for business purposes, please complete this section

Property Address

Area of Home _____ m2
Area of Garage _____ m2
Total Area _____ m2

Area Used for Business

Area of Home _____ m2
Area of Garage _____ m2
Total used for Business _____ m2

Total Costs for the period 01/04/2025 – 31/03/2026

Total \$

Insurance (Building & Contents) _____
Interest on Mortgage _____
Power _____
Rates (Land & Water) _____
Repairs _____
Rent _____
Other (Telephone, Internet, etc.) _____
Total _____

Motor Vehicle Expenses – Sole Traders, Partnerships, Trusts (N/A if actual vehicle expenses claimed)

Total km’s travelled during the year _____ Km
Total business km’s travelled during the year _____ Km

Fixed Assets

Please provide details of any sales or purchases of assets during the year

Date	Sale / Purchase	Description	Gross (incl. GST)
_____	_____	_____	_____
_____	_____	_____	_____

Checklist for Active Trusts for period 01/04/2025 – 31/03/2026 (if applicable)

	Enclosed	N/A
• Were there any changes to beneficiaries or trustees?	<input type="checkbox"/>	<input type="checkbox"/>
• Did any settlor or trustee move to a different country?	<input type="checkbox"/>	<input type="checkbox"/>
• Do we have your most up to date Trust Deed?	<input type="checkbox"/>	<input type="checkbox"/>
• Were there any gifts made during the period?	<input type="checkbox"/>	<input type="checkbox"/>
• Were there any deeds of acknowledgement of debts/deeds of forgiveness of debts prepared?	<input type="checkbox"/>	<input type="checkbox"/>

If you have answered Yes to the questions above, please provide information.

I confirm that the information provided is true and correct and I authorise Evans & Co Accountants Ltd to use this information in the preparation of my/our Financial Accounts and Tax returns.

Signed: _____

Name: _____

Date: _____