

2025 Financial Accounts Checklist

Company

Sole Trader

Trust

Other

Entity Name: _____

Nature of Business: _____

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

Contact Information:

Address: _____

Phone: _____

Email: _____

Bank Account details for IRD refunds:

Account Name: _____

Account Number: _____

Accounting Information Required (if applicable) for period 01/04/2024 – 31/03/2025

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 31/03/2025	<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"/>

2025 Financial Accounts Checklist

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

\$

Cash on Hand as at 31 March 2025

\$

- Till Float
- Petty Cash

Stock on Hand as at 31 March 2025 (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 01/04/2024 – 31/03/2025 that was not banked? If so, how much.

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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 01/04/2024 – 31/03/2025	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)
_____	_____	_____	_____
_____	_____	_____	_____

2025 Financial Accounts Checklist

Checklist for Active Trusts for period 01/04/2024 – 31/03/2025 (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 Doyle Accountants Limited to use this information in the preparation of my/our Financial Accounts and Tax returns.

Signed: _____

Name: _____

Date: _____