



Please circle relevant entity

# 2026 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 01/04/2025 – 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"/>



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**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 1/04/2025 to 31/03/2026 that was not banked? If so, how much.

_____
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# 2026 Financial Accounts Checklist

## 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

Vehicle type (petrol, diesel, hybrid or electric) \_\_\_\_\_

### Fixed Assets

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

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



# 2026 Financial Accounts Checklist

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 Doyle Accountants Limited to use this information in the preparation of my/our Financial Accounts and Tax returns.**

**Signed:** \_\_\_\_\_

**Name:** \_\_\_\_\_

**Date:** \_\_\_\_\_