

2026 Business Checklist

Ensure this checklist has been reviewed and included with your records, and please sign the last page.

Client Name: _____

Balance Date: _____

Checklist of Supplied Information

Bank Accounts

- A bank statement confirming the bank balance as at balance date has been supplied for all business accounts, including current, savings, term deposit and credit card accounts.
- Full-year bank statements have been supplied where a written cashbook or Excel summary is supplied.
- Bank account details have been supplied for any tax refund.

Cash and Private Use

- Cash on hand, including unbanked sales prior to balance date, has been supplied.
- A list of any sales not banked into the business trading account has been supplied.
- A list of goods taken for private use at cost price, including GST, has been supplied.
- A list of any business expenses paid using personal funds or cash has been supplied.

Accounts Receivable and Payable

- The accounts receivable summary as at balance date has been supplied. This may be included in your accounting software (Xero etc).
- A list of doubtful debts has been supplied, and bad debts have been written off before balance date.
- The accounts payable summary as at balance date has been supplied. This may be included in your accounting software (Xero etc).

GST and FBT Returns

- Copies of GST returns filed for the year have been supplied, noting that these may be available in your accounting software (Xero etc).
- FBT returns filed for the year have been supplied along with workings for their calculations.

Payroll and Wage Subsidies

- Annual summary of gross wages and tax deductions for all employees has been supplied from payroll software.
- Details of any government wage subsidy, if any, received during the year have been supplied.

Company Structure Changes

- Details of any Shareholding changes, Director changes, Shareholder Agreement changes, Constitution changes have been supplied.

Prepayments and Income Received in Advance

- Details of any revenue received in advance as at balance date has been supplied.
- Details of any expenses prepaid as at 31 March have been supplied.

Employee Entitlements

- A list of holiday pay owing to employees as at balance date has been supplied, along with details of holiday pay or bonuses paid within 63 days of balance date.

Investment Income

- Copies of all interest RWT certificates and dividend statements for the year have been supplied.
- Portfolio reports for investments held with a fund manager have been supplied.

Fixed Assets

- Copies of tax invoices for fixed assets purchased, or sold, have been supplied, and the fixed asset schedule has been reviewed for any items no longer in existence. Ideally the invoices would be attached to Files, or the Bill invoice in Xero.

Loans and Finance Agreements

- For each loan, an annual loan summary confirming interest and principal repayments made during the year has been supplied.
- Finance documents for any new loan, lease or hire purchase agreement have been supplied. Ideally the finance document would be attached to the transaction in Xero.

Legal and Transaction Documents

- Solicitor's settlement statements and sale and purchase agreements relating to any legal transactions have been supplied. Tax invoices for legal fees have been supplied. Ideally, these would be attached to transactions in Xero.

Repairs and Maintenance

- Details of all repairs and maintenance expenses over \$1,000 have been supplied. Ideally the invoices would be attached to transactions in Xero.

Donations

- Copies of donation receipts have been provided.

Insurance and ACC

- Tax invoices for business insurance premiums and ACC payments, have been supplied. Ideally the invoices would be attached to transactions in Xero.

Contingent Liabilities

- Details of any potential future liabilities (for example legal claims) that are uncertain at year-end have been supplied.

Property Transactions

- Details have been supplied of any purchases and sales of residential properties stating whether Residential Land Withholding Tax was deducted and paid to the IRD.

Mixed-Use Assets

- Details of assets used for both private and income-earning purposes have been supplied and the separate Mixed-Use Asset Checklist has been completed.

Related Party Transactions

- A list of transactions with related entities (e.g. businesses or entities associated with the Trust) has been supplied, including the type of transaction, name of entity, and whether the transaction was at market value.

Stock and Work in Progress

- A stock valuation report at balance date has been supplied confirming the valuation method used (e.g., average cost). Alternatively, you have confirmed that opening stock value can be used as closing stock value because your stock is reasonably estimated to be below \$10,000 and your sales for the income year are under \$1.3 million for the income year.
- A work-in-progress report as at balance date has been supplied, detailing material costs, labour costs, and overhead costs.

Research and Development

- Details of significant research and development expenditure have been supplied.

Employee Share Options

- Details of any company share options issued to employees during the year have been supplied.

Motor Vehicles

- Details of motor vehicle business use have been supplied based on logbook records, and if operating as a company, details of vehicles subject to Fringe Benefit Tax have been supplied.

Home Office Expenses

- Home office expense details, including power, insurance, mortgage interest, rates, repairs, rent and other expenses, have been supplied.
- The size of the home office and the total house size have been measured and advised.

Other Information

- The above checklist of supplied information is a guide only. Any other sources of income, costs, assets or liabilities not specifically mentioned in the checklist have been supplied, along with the necessary supporting documentation.

Declaration

Terms of Engagement

I/We hereby instruct you to prepare my/our Financial Statements and Taxation Returns for the above balance date.

I/We undertake to supply all information necessary to carry out such services and will be responsible for the accuracy and completeness of such information.

I/We understand that you will rely upon the information provided by me/us. Your services are not intended to and accordingly will not result in the expression by you of an opinion on the Financial Statements in so far as third parties are concerned, or in the fulfilling of any statutory audit requirements.

I/We understand that during preparation of the Financial Statements and Taxation Returns you will not be specifically investigating non-compliance with laws and regulations – however, should anything come to light of this nature during this process, you will bring that to my/our attention.

I/We understand that the Financial Statements and Taxation Returns are prepared for my/our own use and to determine my/our taxation liabilities. If this should change in any material respect, I/we will inform you immediately. You will not accept any responsibility to any person, other than me/us, for the contents of the Financial Statements.

All other terms and conditions of this engagement are the same as those referred to in our most recent Engagement Letter. You are hereby authorised to communicate with my/our bankers, solicitors, finance companies and all government agencies to obtain such information, as you require, in order to complete the above assignments.

I/We authorise you to obtain information from Inland Revenue about all tax types except child support (NCP or CPR) in order to complete the above assignments. This includes obtaining information through all Inland Revenue media and communication channels.

You are to represent me/us as my/our tax agent. All income tax returns will be signed by me/us.

Director Name: _____

Signature: _____

Director Name: _____

Signature: _____

Date: _____

Thank you for reviewing this checklist and supplying all relevant information.