

Records Required for the period 01/04/2025 – 31/03/2026	✓	Comment
<ul style="list-style-type: none"> • Bank Transactions including Confirmation of Balance as at 31/3/2026 • Backup of your Accounting System if we don't already have access (or if it is not Online). • Manual Cashbook if Applicable 	<input type="checkbox"/>	
<ul style="list-style-type: none"> • Loan Statements 	<input type="checkbox"/>	
<ul style="list-style-type: none"> • Wage Records 	<input type="checkbox"/>	
<ul style="list-style-type: none"> • FBT Returns and Workpapers 	<input type="checkbox"/>	
<ul style="list-style-type: none"> • GST Returns and Workpapers 	<input type="checkbox"/>	
<ul style="list-style-type: none"> • Interest and Dividend Certificates 	<input type="checkbox"/>	
<ul style="list-style-type: none"> • Accounts Receivable (amounts owing to you at 31/03/26) 	<input type="checkbox"/>	
<ul style="list-style-type: none"> • Accounts Payable (amounts owing by you at 31/03/26) 	<input type="checkbox"/>	
<ul style="list-style-type: none"> • Cash on Hand, Petty Cash, Till or Cash Float Details 	<input type="checkbox"/>	
<ul style="list-style-type: none"> • Stock on Hand and/or Work in Progress Details 	<input type="checkbox"/>	
<ul style="list-style-type: none"> • Payments Received or Made in Advance 	<input type="checkbox"/>	
<ul style="list-style-type: none"> • Capital Expenditure Details 	<input type="checkbox"/>	
<ul style="list-style-type: none"> • Transactions not through business 	<input type="checkbox"/>	
<ul style="list-style-type: none"> • Legal and Loan Documents 	<input type="checkbox"/>	
<ul style="list-style-type: none"> • Insurance policy 	<input type="checkbox"/>	
<ul style="list-style-type: none"> • Goods Taken for Private Use 	<input type="checkbox"/>	
<ul style="list-style-type: none"> • Expenses paid in Cash or from Personal Funds 	<input type="checkbox"/>	
<ul style="list-style-type: none"> • Home Office Details 	<input type="checkbox"/>	
<ul style="list-style-type: none"> • Motor Vehicle Details 	<input type="checkbox"/>	
<ul style="list-style-type: none"> • Mixed Use Holiday Home, Boat or Plane (See full questionnaire for information required) 	<input type="checkbox"/>	

Thank you for completing this checklist, remember if you need further assistance the full questionnaire is available on our website, or contact our office.