

Business Name:			
Postal Address:			
Mobile Phone:		Email:	

Please provide the following:

- Final bank statements for **all** business bank accounts, showing closing balance/s at 31 March 2026.
- Copy of **all** loan statements for the full financial year ending 31 March 2026.
- Copy of **all** interest & Dividend Certificates.

Please complete/provide the following where applicable:

If not applicable, please write N/A

Cash on Hand related to customer payments at 31 March 2026 <i>Where not banked until after 31 March 2026.</i>	\$ _____
Date Cash Banked	

Petty Cash on hand at 31 March 2026	\$ _____
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Stock on Hand at 31 March 2026 Stock should be physically counted at balance date & adequate records retained to substantiate the dollar value arrived at. <i>Please note that if you estimate your stock to be less than \$10,000 at the end of your income year, you may have the option of not physically counting your stock. In these circumstances we will assume that your closing stock is the same as your opening stock. Please indicate if you would like to use this option. (Please note that if your annual turnover is more than \$1.3million, you are not able to use this option).</i>	Valued at lower of: <input type="checkbox"/> Cost <input type="checkbox"/> Net realisable value <input type="checkbox"/> Market value \$ _____ <input type="checkbox"/> GST Incl or <input type="checkbox"/> GST Excl.
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Work in Progress Include material costs, labour costs & overhead costs. Briefly, how was this calculated? _____ _____ _____	\$ _____ <input type="checkbox"/> GST Incl or <input type="checkbox"/> GST Excl.
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Prepayments Please advise value of payments received in advance for work not yet completed?	\$ _____ <input type="checkbox"/> GST Incl or <input type="checkbox"/> GST Excl.
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Capital Expenditure (new transaction between 1 April 2025 & 31 March 2026)

- Attach copies of invoices relating to any assets purchased (over \$1,000 excl. GST - if not already supplied)
- New Hire purchase or loan agreements
- New Lease agreements
- New Sale & Purchase agreements associated legal statements & loan documents.
- Please also review your Asset Schedule included in the last year financials & advise of any items that are no longer available (please contact us if you need a copy).

Income & Expense Transactions not processed through the business bank account:

1. Were all sales banked into your business trading bank account?	<input type="checkbox"/> Yes <input type="checkbox"/> No (Tick One)
If No , list those amounts received & when they paid:	
	\$ _____
	\$ _____
	\$ _____
	\$ _____

2. Were there any business expenses paid from your personal funds?	<input type="checkbox"/> Yes <input type="checkbox"/> No (Tick One)
If Yes , list details of expense, when paid:	
	\$ _____
	\$ _____
	\$ _____
	\$ _____

3. Did you purchase any goods through business for Private Use?	<input type="checkbox"/> Yes <input type="checkbox"/> No (Tick One)
If yes , what was the value of goods taken for private use (cost price).	\$ _____
	<input type="checkbox"/> GST Incl. or <input type="checkbox"/> GST Excl.

Motor Vehicles	
The proportion of motor vehicle business use as established by your vehicle logbook(s) is/are:	
1. Vehicle Description: _____	
Business KM	
Total KM	
Percentage Business (Total KM divided by Business KM =%)	
2. Vehicle Description: _____	
Business KM	
Total KM	
Percentage Business (Total KM divided by Business KM =%)	
Please note that a detailed & accurate logbook must be completed for a three-month period every three years or vehicle expense claims will be limited to a maximum of 25% of expenses incurred.	
FBT	
If you are operating as a Company, please indicate which vehicles you are currently paying Fringe Benefit tax for, & number of days the vehicle(s) were unavailable for private use e.g. Emergency calls & some out of town travel	
No. of days not available: _____	

Home Office Expenses	
Your Current Home Address:	
If part of your home is set aside principally for business use as an office/workshop/storage area, please provide the following details:	
Area used for Business	m ²
Total Area of House & Workshop:	m ²
<u>Typical annual expenditure:</u>	
Power	\$
Insurance (Building & Contents)	\$
Interest (House Mortgage)	\$
Rates (including regional council rates)	\$
Rent (if not owned)	\$
Repairs & Maintenance	\$
Telephone	\$
Other Expenses:	\$
Total	\$

Schedule 1 – Accounts Receivable (Debtors)

Amounts owed to you at 31 March 2026

Tick Box if all customer invoices are recorded in Xero – no need to list below

Name of Debtor	Description of Sale	Total Incl. GST
Total		

