

# Business Advisory Accounting & Tax Services Limited

Chartered Certified Accountants and Business Advisors

Established in 2001



## Annual Accounting Checklist Business (Companies) Year Ended 31 March 2026

## INTRODUCTION

Our goal is simple: make your tax return as easy and cost-effective as possible. This checklist guides you through exactly what we need - so there are no delays, no surprises, and no unnecessary fees.

## COMPLETE INFORMATION SAVES YOU MONEY

Our fees reflect the time, complexity, and skill involved in your return. The more complete and accurate your information upfront, the faster we work - and the lower your bill. Incomplete information means paused work, follow-up calls, and increased costs for both of us.

## HOW TO USE THIS CHECKLIST

This checklist covers the year ending 31 March 2026. If your balance date differs, contact us and we'll send the right one. Work through each section, tick the boxes, and attach the documents requested.

If you get stuck, call us on 09 449 0417- we're happy to help.

## WHICH CHECKLIST DO YOU NEED?

- Sole Trader? Use our Sole Trader Checklist.
- Trust? Use our Trading Trust Checklist.
- Individual? Complete a separate checklist for each person.

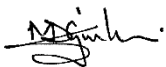
## WHAT HAPPENS NEXT

Once completed, email, post, or bring your information to us, or book an appointment - in person, or via MS Teams. We work through returns in the order received and aim to complete yours within four to six weeks. Have a deadline? Let us know and we'll prioritise accordingly.

Please sign the acknowledgement on the final page before submitting.

Thank you for choosing Business Advisory Accounting & Tax Services Limited. We value your business and referrals and look forward to assisting you with your tax return.

Wishing you all the best for the year ahead!



Mark Gwilliam FCCA  
Director

## DISCUSSING YOUR TAX RETURN AND ACCOUNTS

We'd love the opportunity to walk you through your results - it's a great way to review your tax position, ask questions, and identify planning opportunities for the year ahead. Please confirm your preferences below (tick all that apply):

Option	Yes	No
In person at our office	<input type="checkbox"/>	<input type="checkbox"/>
Video call	<input type="checkbox"/>	<input type="checkbox"/>
Phone call	<input type="checkbox"/>	<input type="checkbox"/>
Via email without a meeting	<input type="checkbox"/>	<input type="checkbox"/>

## SIGNING YOUR DOCUMENTS

Option	Yes	No
Electronically via Adobe Sign	<input type="checkbox"/>	<input type="checkbox"/>
In person at our office	<input type="checkbox"/>	<input type="checkbox"/>
Posted copy	<input type="checkbox"/>	<input type="checkbox"/>

*We accept no responsibility for documents lost in transit.*

## DISCLAIMER

This checklist is for information-gathering purposes only and does not constitute tax, legal, or financial advice. BAS accepts no liability for decisions made based on information contained herein. We strongly recommend discussing your specific circumstances with us before making any significant financial decisions.

Additional copies of this checklist are available at [bizadvice.co.nz/resources-insights](http://bizadvice.co.nz/resources-insights) or by calling 09 449 0417.

## OUR CONTACT DETAILS

<b>Telephone</b>	09 449 0417
<b>Email</b>	<a href="mailto:help@bizadvice.co.nz">help@bizadvice.co.nz</a>
<b>Post</b>	PO Box 33-1082, Takapuna, Auckland 0740
<b>Address</b>	3/9 Brian Avenue Forrest Hill, Auckland 0620
<b>Website</b>	<a href="http://www.bizadvice.co.nz">www.bizadvice.co.nz</a>

## CHECKLIST - PLEASE COMPLETE ALL RELEVANT SECTIONS

Important: Please answer every question. To avoid delays and additional fees, every question requires a "Yes" or "No/NA" response. Leaving a box unticked will be treated as incomplete information that we must follow up on. This may cause delays and will increase our fees.

If you answer Yes, please provide the supporting documents indicated.

SECTION 1 — ACCOUNTING RECORDS		
Question	Yes	No/NA
<p><b>Xero or MYOB</b></p> <p>Did you use Xero or MYOB during the year? If yes, please invite us to your account if we don't already have access, and attach bank statements showing the closing balance on 31 March 2026 and April 2026.</p>	<input type="checkbox"/>	<input type="checkbox"/>
<p><b>Other Accounting Software</b></p> <p>Did you use any other accounting software? If yes, attach: the software name and version, Annual Trial Balance, Profit &amp; Loss Report and Balance Sheet as of 31 March 2026, and a detailed General Ledger covering the full year. Please ensure closing bank balances match your bank statements - unmatched balances will delay your return and increase fees.</p>	<input type="checkbox"/>	<input type="checkbox"/>
<p><b>Manual Records (Cash Book or Excel)</b></p> <p>Did you maintain a manual cash book or spreadsheet? If yes, attach: a copy of your cash book, bank statements for the full year, and a bank reconciliation matching your closing balance on 31 March 2026. Note: manual records typically require additional reconciliation work which will increase fees.</p>	<input type="checkbox"/>	<input type="checkbox"/>
<p><b>No Formal Records</b></p> <p>Did you only keep manual records such as sales invoices and bills with no formal bookkeeping? If yes, please contact us before submitting - we'll need to discuss the best approach. We strongly recommend transitioning to cloud-based software to simplify future processes.</p>	<input type="checkbox"/>	<input type="checkbox"/>

SECTION 2 — TAX COMPLIANCE		
Question	Yes	No/NA
<p><b>GST</b></p> <p>Are you registered for GST? If yes and we do not prepare your GST returns, attach copies of your returns and workings.</p>	<input type="checkbox"/>	<input type="checkbox"/>
<p><b>Fringe Benefit Tax (FBT)</b></p> <p>Do you provide fringe benefits (e.g., motor vehicles, loans, subsidised goods) to employees or shareholders? If yes and we do not prepare your returns, attach copies of the returns and workings.</p>	<input type="checkbox"/>	<input type="checkbox"/>
<p><b>Payroll and Employees</b></p> <p>Did you have employees during the year? If yes, attach your payroll summary for the full year including total gross wages, PAYE deducted, and KiwiSaver contributions. Also confirm whether all Payday Filing obligations were met with IRD.</p>	<input type="checkbox"/>	<input type="checkbox"/>

SECTION 3 — INCOME AND DEBTORS		
Question	Yes	No/NA
<p><b>Business Income Deposited</b></p> <p>Has all business income been deposited into your business bank accounts? If no, attach details including dates, amounts (inclusive of GST), and a description of each income source.</p>	<input type="checkbox"/>	<input type="checkbox"/>
<p><b>Deposits for Goods Not Yet Supplied</b></p> <p>Did you receive deposits for goods or services not yet supplied as of 31 March 2026? If yes, attach details including amounts (inclusive of GST) and descriptions.</p>	<input type="checkbox"/>	<input type="checkbox"/>
<p><b>Work in Progress</b></p> <p>Do you have any work substantially completed but not yet billed as of 31 March 2026? If yes, attach details of the work and amounts (GST exclusive).</p>	<input type="checkbox"/>	<input type="checkbox"/>
<p><b>NZ Interest and Dividends</b></p> <p>Did the company receive any interest, dividends, or PIE income during the year? If yes, attach all RWT certificates, dividend statements, and PIE income details.</p>	<input type="checkbox"/>	<input type="checkbox"/>
<p><b>Accounts Receivable (Debtors)</b></p> <p>Do you have any money owed to you as of 31 March 2026? If yes, attach a full debtors list showing each debtor and amount outstanding.</p>	<input type="checkbox"/>	<input type="checkbox"/>
<p><b>Bad Debts Written Off</b></p> <p>Did the company write off any bad debts prior to or on 31 March 2026? If yes, attach a list of amounts written off and the debtor names.</p>	<input type="checkbox"/>	<input type="checkbox"/>

SECTION 4 — EXPENSES AND CREDITORS		
Question	Yes	No/NA
<p><b>Accounts Payable (Creditors)</b></p> <p>Do you owe money to any suppliers or creditors as of 31 March 2026? If yes, attach a full creditors list showing each creditor and amount owing. Please identify any creditors who are not GST-registered.</p>	<input type="checkbox"/>	<input type="checkbox"/>
<p><b>ACC</b></p> <p>Did the company pay any ACC during the year? If yes, please attach copies of any invoices.</p>	<input type="checkbox"/>	<input type="checkbox"/>
<p><b>Donations</b></p> <p>Did the company make cash donations to an IRD-approved donee organisation? If yes, provide copies of donation receipts.</p>	<input type="checkbox"/>	<input type="checkbox"/>
<p><b>Business Expenses Paid from Personal Funds</b></p> <p>Did you pay any business expenses from personal funds that have not yet been reimbursed? If yes, attach details including amounts (inclusive of GST) and descriptions. Identify those with no GST component.</p> <p>Note that these amounts will be credited to your shareholder current account.</p>	<input type="checkbox"/>	<input type="checkbox"/>
<p><b>Goods Used for Private Purposes</b></p> <p>Did you use any business goods or services for your own private use? If yes, attach details including amounts (inclusive of GST) and descriptions.</p>	<input type="checkbox"/>	<input type="checkbox"/>

<p><b>Private Use of Business Expenses</b></p> <p>Did the business pay for any expenses that include a private use element, such as telephone, internet, or utilities? If yes, provide details of the private use portion as a dollar amount or percentage.</p>	<input type="checkbox"/>	<input type="checkbox"/>
<p><b>Entertainment Expenses</b></p> <p>Did the business incur entertainment expenses during the year?</p> <p>Generally only 50% of entertainment costs are tax deductible, with the following exceptions:</p> <ul style="list-style-type: none"> <li>- Meals while travelling on business (unless with an existing business contact or guest)</li> <li>- Meals provided at a conference of at least four hours duration not including meal breaks</li> <li>- Meal allowances paid to staff working overtime</li> <li>- Incidental entertainment at functions open to the public and with trade displays</li> <li>- Meals whilst on an overseas business trip</li> <li>- Entertainment for charitable purposes</li> </ul> <p>If any of these exceptions apply to your entertainment expenses, please supply details.</p>	<input type="checkbox"/>	<input type="checkbox"/>

SECTION 5 — ASSETS, STOCK AND LIABILITIES		
Question	Yes	No/NA
<p><b>Asset Purchases and Sales</b></p> <p>Did the company buy, sell, scrap, or stop using any assets between 1 April 2025 and 31 March 2026? If yes, attach all associated invoices and documents. We recommend reviewing last year's depreciation schedule and noting any assets that no longer exist.</p>	<input type="checkbox"/>	<input type="checkbox"/>
<p><b>Stock on Hand</b></p> <p>Do you have stock on hand valued at more than \$5,000 on 31 March 2026? If yes, attach documentation of the stock value (GST exclusive). Please indicate the valuation method used: Physical Count (lower of cost or market value), Low-Turnover Method (stock estimated under \$10,000 and sales under \$1.3 million), or Exclusion Method (stock under \$5,000).</p>	<input type="checkbox"/>	<input type="checkbox"/>
<p><b>Cash on Hand</b></p> <p>Did the business have any cash on hand on 31 March 2026 (e.g. petty cash, till floats)? If yes, provide separate amounts for each category.</p>	<input type="checkbox"/>	<input type="checkbox"/>
<p><b>Loans and Hire Purchases</b></p> <p>Do you have any loans, hire purchases, or lease agreements? If yes, attach loan statements covering 1 April 2025 to 31 March 2026, confirmation of closing balances, and details of any new, refinanced, or repaid loans.</p>	<input type="checkbox"/>	<input type="checkbox"/>
<p><b>Government Small Business Loans</b></p> <p>Do you have any outstanding government loans (e.g. COVID Business Loans)? If yes, attach statements and confirm current balances.</p>	<input type="checkbox"/>	<input type="checkbox"/>
<p><b>Contingent Liabilities</b></p> <p>Have you entered into any agreements or commitments requiring significant future expenditure (e.g. property purchases, equipment leases, construction contracts)? If yes, attach relevant documents including amounts, terms, and expected dates.</p>	<input type="checkbox"/>	<input type="checkbox"/>
<p><b>Capital Commitments</b></p> <p>Have you committed to any future capital expenditure through contractual obligations (property, plant, or equipment)? If yes, attach details.</p>	<input type="checkbox"/>	<input type="checkbox"/>

<b>Accrued Holiday Pay and Bonuses</b>	<input type="checkbox"/>	<input type="checkbox"/>
Did you accrue holiday pay or agreed bonuses on 31 March 2026? If yes, attach details of: holiday pay liability on 31 March 2026, bonuses accrued, and amounts actually paid by 2 June 2026.		

**SECTION 6 — MOTOR VEHICLES**

Question	Yes	No/NA
<b>Company-Owned Vehicles</b>		
Does the company own or lease any vehicles? If yes, for each vehicle attach: make, model, and registration number; whether it is a work-related vehicle; any FBT paid; and the number of days it was available for private use. Note: a “work-related vehicle” must prominently display the employer’s branding, must not be a car designed mainly to carry people, and must not be available for private use except for travel to and from work.	<input type="checkbox"/>	<input type="checkbox"/>
<b>Privately Owned Vehicles Used for Business</b>		
Did you use a personally owned vehicle for business purposes between 1 April 2025 and 31 March 2026? If yes, provide: odometer readings as of 1 April 2025 and 31 March 2026, and total kilometres driven for business purposes. Note: a logbook must be kept for 3 months to establish the business use percentage, which applies for 3 years. Without a logbook, our policy is to claim a maximum of 5%.	<input type="checkbox"/>	<input type="checkbox"/>

**SECTION 7 — HOME OFFICE OR WORKSHOP**

Question	Yes	No/NA
<b>Home Office or Workshop Use</b>		
Did the company use any part of a shareholder’s home, garage, or shed to store business tools, vehicles, or records, or to manage the business? If yes, complete the home office details below.	<input type="checkbox"/>	<input type="checkbox"/>

Total size of home (including shed and garage)	m <sup>2</sup>
Area used as office	m <sup>2</sup>
Area used as storage or workshop	m <sup>2</sup>
<b>Home Office Expense</b>	<b>Amount \$</b>
Interest on Mortgage (Exclude Principal)	
Insurance	
Light, Power and Heating	
Land Rates	
Water Rates	
Rent	
Repairs and Maintenance	

Other (please describe)	
Other (please describe)	

SECTION 8 — OVERSEAS AND RELATED PARTY MATTERS		
Question	Yes	No/NA
<p><b>Overseas Investments</b></p> <p>Did the company hold any overseas investments during the year (shares, unit trusts, managed funds)? If yes, attach investment and income statements, details of any sales or purchases, and valuations as of 31 March 2025 and 31 March 2026 showing cost and market value for each investment.</p>	<input type="checkbox"/>	<input type="checkbox"/>
<p><b>Foreign Investment Fund (FIF)</b></p> <p>Do any overseas investments fall outside the Australian FIF exemption? If yes, we will discuss this with you as FIF rules and specialist calculations may apply.</p>	<input type="checkbox"/>	<input type="checkbox"/>
<p><b>Related Party Transactions</b></p> <p>During the year, did any of the following occur with related parties (NZ or overseas): new loans agreed, existing loans extended, or loan repayments made; goods, services, or assets supplied or received? Was the company controlled by overseas persons? If yes to any of the above, attach full details.</p>	<input type="checkbox"/>	<input type="checkbox"/>
<p><b>Business Acquisitions or Disposals</b></p> <p>Did you acquire or sell a business or part of a business between 1 April 2025 and 31 March 2026? If yes, attach the sale and purchase agreement and details of the Purchase Price Allocation clause.</p>	<input type="checkbox"/>	<input type="checkbox"/>

SECTION 9 — COMPANY ADMINISTRATION AND LEGAL		
Question	Yes	No/NA
<p><b>Director and Shareholder Changes</b></p> <p>During the year, were any directors or shareholders appointed or removed? Did any director or shareholder change their address? Were any new shares issued, redeemed, or transferred? Were there any changes to registered charges? Did any director enter into a contract with the company or have an interest in a company contract? If yes to any of the above, attach or supply full details.</p>	<input type="checkbox"/>	<input type="checkbox"/>
<p><b>Board Resolutions and Minutes</b></p> <p>Did your board of directors make any significant decisions during the year (e.g. for investments, new loans, key business matters)? If yes, provide copies of all relevant resolutions. Directors are required to keep minutes of all significant decisions.</p>	<input type="checkbox"/>	<input type="checkbox"/>
<p><b>Attribution Rule</b></p> <p>Was 80% or more of the company's business income derived from one customer or related group of customers? If yes, did one individual (or their relative) personally perform 80% or more of the work that generated this income?</p>	<input type="checkbox"/>	<input type="checkbox"/>

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## OTHER RELEVANT INFORMATION and MATTERS

Use this space to tell us anything else we should know. For example:

- Did your personal circumstances change significantly during the year (marriage, separation, new dependants)?
- Did you receive any one-off payments such as redundancy, legal settlements, or inheritances?
- Are there any IRD correspondence or outstanding matters we should be aware of?
- Any other information you think may be relevant to your tax return.

## FUTURE PLANS

To help with your future tax planning, please tell us about any relevant plans for the next 12 months. For example: plans to refinance or borrow, intentions to buy or sell property, changes to your personal income (e.g. retirement, redundancy, etc), or any other significant financial changes on the horizon.

## AUTHORITY

I accept full responsibility for the information I provide and acknowledge that BAS accepts no liability for its accuracy or completeness. BAS is not required to audit or independently verify the information supplied. Where BAS receives refunds on my behalf, I authorise BAS to deduct any outstanding fees before transferring the balance to my nominated account.

By signing, I confirm I have read and agree to BAS' terms of business, which sets out the scope of services to be provided and associated fees, Furthermore, to the best of my knowledge, all information, income, and deductions provided are true, correct, and complete. I have fully disclosed and provided you with all sources of income.

I confirm that I have read and answered every question in this checklist. I understand that any unanswered questions or unticked boxes will be treated as incomplete information. I acknowledge that BAS is required to follow up on all incomplete information to ensure my tax return is true, correct, and complete, and that this follow-up may result in delays and additional fees as outlined in our terms of business.

## ACKNOWLEDGEMENT

<b>Signature</b>	
<b>Name</b>	
<b>Date</b>	