

Business Advisory Accounting & Tax Services Limited

Chartered Certified Accountants and Business Advisors

Established in 2001



Annual Accounting Checklist Sole Traders and Partnerships 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?

- Trading Trust? Use our Trading Trust Checklist.
- Company? Use our Company Checklist.
- Rental Property? Use our Rental Property Checklist
- Family Trust? Use our Family Trust Checklist.
- Individual? Complete a separate checklist for each person.

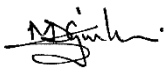
WHAT HAPPENS NEXT

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 or by calling 09 449 0417.

OUR CONTACT DETAILS

Telephone	09 449 0417
Email	help@bizadvice.co.nz
Post	PO Box 33-1082, Takapuna, Auckland 0740
Address	3/9 Brian Avenue Forrest Hill, Auckland 0620
Website	www.bizadvice.co.nz

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>Xero or MYOB</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>Other Accounting Software</p> <p>Did you use any other accounting software? If yes, attach: the software name and version, Annual Trial Balance, Profit & 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>Manual Records (Cash Book or Excel)</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>No Formal Records</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>GST</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>Payroll and Employees</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"/>
<p>Schedular Payments and Withholding Tax</p> <p>Did you receive any schedular payments (e.g. as a contractor or subcontractor) during the year? If yes, attach your PAYE income summary from IRD and confirm whether withholding tax was correctly deducted by each payer.</p>	<input type="checkbox"/>	<input type="checkbox"/>

SECTION 3 — INCOME AND DEBTORS		
Question	Yes	No/NA
<p>Business Income Deposited</p> <p>Has all your 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>Deposits for Goods Not Yet Supplied</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>Work in Progress</p> <p>Did you have any work substantially completed but not 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>NZ Interest and Dividends</p> <p>Did you 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>Accounts Receivable (Debtors)</p> <p>Did you have any money owed to it 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>Bad Debts Written Off</p> <p>Did you 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>Accounts Payable (Creditors)</p> <p>Did 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>Business Expenses Paid from Personal Funds</p> <p>Did you pay any business expenses from personal funds which have not been recorded in your accounting records or reimbursed? If yes, attach details including amounts (inclusive of GST) and descriptions. Identify any with no GST component.</p>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Goods Used for Private Purposes</p> <p>Did you use any business goods or services for private purposes? If yes, attach details including amounts (inclusive of GST) and descriptions.</p>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Private Use of Business Expenses</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>Entertainment Expenses</p> <p>Did the business incur entertainment expenses during the year? If yes, attach details including amounts (inclusive of GST) and descriptions.</p>	<input type="checkbox"/>	<input type="checkbox"/>

SECTION 5 — ASSETS, STOCK AND LIABILITIES		
Question	Yes	No/NA
<p>Asset Purchases and Sales</p> <p>Did you 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>Stock on Hand</p> <p>Did the business hold any 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>Cash on Hand</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>Loans and Hire Purchases</p> <p>Did the trust 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>Beneficiary Loans</p> <p>Did the business have any loans, hire purchase or lease agreements during the year? 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>Government Small Business Loans</p> <p>Do you have any outstanding government loans? If yes, attach statements and confirm current balances.</p>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Business Acquisitions or Disposals</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 6 — MOTOR VEHICLES		
Question	Yes	No/NA
<p>Privately Owned Vehicles Used for Business</p> <p>Did you use a personally owned vehicle for trust 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%.</p>	<input type="checkbox"/>	<input type="checkbox"/>

Alternatively, please complete the following:

Total kilometres travelled for property purposes	kms
Vehicle engine size (cc rating)	cc
Vehicle fuel type (petrol / diesel / petrol hybrid / electric)	

SECTION 8 — HOME OFFICE OR WORKSHOP		
Question	Yes	No/NA
<p>Home Office or Workshop Use</p> <p>Did you use any part of your home, garage, or shed to store business tools, records, or vehicles, or manage your business? If yes, complete the home office details below.</p>	<input type="checkbox"/>	<input type="checkbox"/>

Total size of home (including shed and garage)	m ²
Area used as office	m ²
Area used as storage or workshop	m ²
Home Office Expense	Amount \$
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 9 — PARTNERSHIP SPECIFIC MATTERS		
Question	Yes	No/NA
<p>Partnership Agreement</p> <p>Does the partnership have a Partnership Agreement? If yes, please attach a copy.</p>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Resolutions and Minutes</p> <p>Did the partners make any significant decisions during the year (e.g. investments, new loans, distributions, partnership agreement variations)?</p> <p>If yes, provide copies of all relevant resolutions.</p>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Business Acquisitions or Disposals</p> <p>Did the partnership 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"/>

OTHER RELEVANT INFORMATION and MATTERS

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

- Any significant changes to your business during the year.
- Any IRD correspondence, audits, or outstanding tax matters.
- Any other information you think may be relevant to your accounts or tax return.

FUTURE PLANS

Please tell us about any relevant plans for the next 12 months - for example: plans to buy or sell assets or property, intentions to take on new debt or refinance, plans to hire staff, changes to your business structure, or any other significant developments.

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

Signature	
Name	
Date	