

2024 Financial Accounts Checklist

Please circle relevant entity

Company

Sole Trader

Trust

Other

Entity Name: _____

Nature of Business: _____

If any of the following has changed since last year, please provide:

Contact Information:

Address: _____

Phone: _____

Email: _____

Bank Account details for IRD refunds:

Account Name: _____

Account Number: _____

Accounting Information Required (if applicable) for period 01/04/2023 – 31/03/2024

Please select if you are using MYOB XERO

	Enclosed	N/A
• Business Bank Statements (accounts 00,01,02 & 03)	<input type="checkbox"/>	<input type="checkbox"/>
• Business Loan Statements	<input type="checkbox"/>	<input type="checkbox"/>
• Business Credit Card Statements	<input type="checkbox"/>	<input type="checkbox"/>
• Interest RWT Certificates	<input type="checkbox"/>	<input type="checkbox"/>
• Dividend Certificates	<input type="checkbox"/>	<input type="checkbox"/>
• Aged Receivables / Debtors report (money owed to you)	<input type="checkbox"/>	<input type="checkbox"/>
• Aged Payables / Creditors report (money you owe)	<input type="checkbox"/>	<input type="checkbox"/>
• Stock on hand as at 31/03/2024	<input type="checkbox"/>	<input type="checkbox"/>
• Do you own any Crypto or Digital Assets?	<input type="checkbox"/>	<input type="checkbox"/>
• Home Office Expenses	<input type="checkbox"/>	<input type="checkbox"/>
• Hire Purchase / Lease Agreements	<input type="checkbox"/>	<input type="checkbox"/>
• Legal statements relating to business transactions (settlement statements, sale & purchase agreements)	<input type="checkbox"/>	<input type="checkbox"/>

Aged Receivables / Debtors Incl. GST (Amounts owed to you) \$

Cash on Hand as at 31 March 2024 \$

- Till Float _____
- Petty Cash _____

Stock on Hand as at 31 March 2024 (excl. GST) \$

- Stock / Inventory _____
- Work in Progress (if any) _____

Aged Payables / Creditors Incl. GST (Amounts owed by you)

Name of Creditor \$

Cash Sales not Banked \$

Did you receive any cash during the period 01/04/2023 – 31/03/2024 that was not banked? If so, how much. _____

Business Use of Private Residence

If any part of your home is used for business purposes, please complete this section

Property Address

Area of Home _____ m2
 Area of Garage _____ m2
 Total Area _____ m2

Area Used for Business

Area of Home _____ m2
 Area of Garage _____ m2
 Total used for Business _____ m2

Total Costs for the period 01/04/2023 – 31/03/2024

Total \$

Insurance (Building & Contents) _____
 Interest on Mortgage _____
 Power _____
 Rates (Land & Water) _____
 Repairs _____
 Rent _____
 Other (Telephone, Internet, etc.) _____
Total _____

Motor Vehicle Expenses – Sole Traders, Partnerships, Trusts (N/A if actual vehicle expenses claimed)

Total km's travelled during the year _____ Km
 Total business km's travelled during the year _____ Km

Fixed Assets

Please provide details of any sales or purchases of assets during the year

Date	Sale / Purchase	Description	Gross (incl. GST)
_____	_____	_____	_____
_____	_____	_____	_____

Checklist for Active Trusts for period 01/04/2023 – 31/03/2024 (if applicable)

	Enclosed	N/A
• Were there any changes to beneficiaries or trustees?	<input type="checkbox"/>	<input type="checkbox"/>
• Did any settlor or trustee move to a different country?	<input type="checkbox"/>	<input type="checkbox"/>
• Do we have your most up to date Trust Deed?	<input type="checkbox"/>	<input type="checkbox"/>
• Were there any gifts made during the period?	<input type="checkbox"/>	<input type="checkbox"/>
• Were there any deeds of acknowledgement of debts/deeds of forgiveness of debts prepared?	<input type="checkbox"/>	<input type="checkbox"/>

If you have answered Yes to the questions above, please provide information.

I confirm that the information provided is true and correct and I authorise Evans & Co Accountants Ltd to use this information in the preparation of my/our Financial Accounts and Tax returns.

Signed: _____

Name: _____

Date: _____