

# 2025 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 01/04/2024 – 31/03/2025**

Please select if you are using MYOB  XERO

	Enclosed	N/A
• Business Bank Statements	<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 31/03/2025	<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)** \$

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**Cash on Hand as at 31 March 2025** \$

- Till Float \_\_\_\_\_
- Petty Cash \_\_\_\_\_

**Stock on Hand as at 31 March 2025 (excl. GST)** \$

- Stock / Inventory \_\_\_\_\_
- Work in Progress (if any) \_\_\_\_\_

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

Name of Creditor \$

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**Cash Sales not Banked** \$

Did you receive any cash during the period 01/04/2024 – 31/03/2025 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 01/04/2024 – 31/03/2025**

**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 01/04/2024 – 31/03/2025 (if applicable)**

	<b>Enclosed</b>	<b>N/A</b>
• 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:** \_\_\_\_\_