

FINANCIAL STATEMENTS EOFY CHECKLIST

2026 BUSINESS TAX RETURNS & FINANCIAL STATEMENTS

Please take the time to complete this checklist as it is a very important part of the accounting process.

All information supplied should be for the **period 1 July 2025 to 30 June 2026**, unless stated otherwise.

It helps you:

- Identify and provide the information we need to prepare your Financial Statements
- Minimise the queries from us during the preparation of your Financial Statements
- Ensure we can complete your Financial Statements by the due date

BUSINESS NAME

ITEM	YES	NO	N/A
How would you like your financial accounts supplied:			
• Soft copy emailed • Hard copy bound	☐ ☐	☐ ☐	
Computerised Accounts (no need to complete if you use Xero)			
Provide a copy of your computerised data file.	☐	☐	☐
Name of Program: MYOB / Reckon / Xero / QuickBooks			
Version Number: _____			
Username (if applicable): _____			
Password (if applicable): _____			
Manual Accounts			
Please provide the following information:			
• Reconciled Cashbook (if applicable) • Cheque payment details • Deposit details	☐ ☐ ☐	☐ ☐ ☐	☐ ☐ ☐
Cash Balances			
Please provide the following information:			
• Bank Statements as at 30 June 2026. • Bank Reconciliation Statement as at 30 June 2026.	☐ ☐	☐ ☐	☐ ☐

ITEM	YES	NO	N/A
Accounts Receivable (if not computerised)			
Please provide the following information:			
• A list of trade debtor's / accounts receivable as at 30 June 2026.	☐	☐	☐
• A list of bad debts written off or to be written off.	☐	☐	☐
Investments / Property Income			
Please provide details of all investment and rental property INCOME received during the year, including:			
• Dividend Statements	☐	☐	☐
• Interest Statements	☐	☐	☐
• Trust Taxation Summaries	☐	☐	☐
• Rental Property Statements	☐	☐	☐
• Cryptocurrency Statements	☐	☐	☐
Investments / Property Expenses			
Please provide details of all investment and rental property EXPENSES received during the year, including:			
• Interest Statements	☐	☐	☐
• Council & Utility Rates	☐	☐	☐
• Insurances	☐	☐	☐
• Rental Property Statements	☐	☐	☐
• Depreciation Report	☐	☐	☐
• New Asset Invoices (eg: TV, Dishwasher)	☐	☐	☐
Investments / Property Purchases			
Please provide details of Investments / Property PURCHASED during the year, including:			
• Date of Purchase	☐	☐	☐
• Cost of Acquisition	☐	☐	☐
• Copy of Contract for Purchase	☐	☐	☐
• Copy of Settlement Statement	☐	☐	☐
• Cryptocurrency Statements	☐	☐	☐
Investments / Property Sold			
Please provide details of Investments / Property SOLD or DISPOSED during the year, including:			
• Date of Disposal	☐	☐	☐
• Consideration Received	☐	☐	☐
• Copy of Contract for Purchase / Sale	☐	☐	☐
• Copy of Settlement Statement	☐	☐	☐
• Cryptocurrency Statements	☐	☐	☐
Stock / Inventory / Work in Progress			
Please advise the value of Stock on hand / Work in Progress as at 30 June 2026.	☐	☐	☐
Please tick the valuation method you used: ☐ Cost ☐ Market ☐ Replacement			
Alternatively, (for small business entities only) please confirm if the estimated value of stock at 30 June 2026 differs from the value at 30 June 2025 by \$5,000 or less.	☐	☐	☐

Fixed Assets

Please provide details of assets PURCHASED during the year, including copy of invoice and estimated useful life, if known.

☐ ☐ ☐

Please provide details of assets SOLD or DISPOSED during the year, including date and consideration received.

☐ ☐ ☐

Please review your depreciation schedule from the previous year. Have any of these assets been scrapped, taken for personal use or traded in?

☐ ☐ ☐

Accounts Payable

Please provide the following information:

- A list of trade creditors/accounts payable as at 30 June 2026.
- A copy of credit card statements up to and including 30 June 2026.

☐ ☐ ☐

☐ ☐ ☐

GST (only if you prepare your own BAS returns)

Please provide copies of all Business Activity Statements (BAS) lodged during the year.

☐ ☐ ☐

Wages / PAYG Withholding / Superannuation

Please confirm Single Touch Payroll (STP) Finalisation has been completed

☐ ☐ ☐

Please provide details of compulsory employee superannuation contributions, including date of payment. Have all amounts cleared your bank account as at 30 June 2026?

☐ ☐ ☐

Leases / Hire Purchase / Chattel Mortgage

Please provide a copy of lease / hire purchase / chattel mortgage agreements for any **NEW AGREEMENTS** entered into during the year, or should this be the first year we are preparing your accounts, any agreements still active.

☐ ☐ ☐

If we are preparing your accounts for the first time, please provide a copy of lease / hire purchase/ chattel mortgage agreements for any **LOANS ALREADY IN EXISTENCE** at 1 July 2025

☐ ☐ ☐

Please provide details for any agreements **PAID OUT** during the year.

☐ ☐ ☐

Please provide details for any agreements **REFINANCED** during the year.

☐ ☐ ☐

Bank Loans

Please provide copies of loan statements up to and including 30 June 2026.

☐ ☐ ☐

If a new loan was entered into during the year, please provide copy of the loan / facility agreement.

☐ ☐ ☐

If we are preparing your accounts for the first time, please provide a copy of the loan / facility agreement for any existing loans as at 1 July 2025.

☐ ☐ ☐

OTHER INFORMATION

Please list any other information that you believe may assist us

To ensure that our records are up to date, please provide us with any UPDATE of the following details:

CONTACT ADDRESS

To ensure we have current records, please provide us with any UPDATE of the following details

Physical Address

Postal Address

Email

Home Phone

Work Phone

Mobile Phone

Preferred Contact Method



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