

2026 BUSINESS CHECKLIST



Let's start talking

Info required

Not all items in this checklist will apply to every business. Please review the list and provide only the information relevant to your circumstances.

1. Engagement Letter

- Signed engagement letter for services provided by NLA

2. Business Operations

- Advise if the nature of your business operation changed during the year

3. Bank Accounts & Loans

- Year-end bank statements for **all bank accounts**
- If not using Xero/Farm Focus/Banklink/MYOB, provide CSV file of **all bank transactions** for the full year
- Copies of any **new loan or hire purchase agreements**
- Loan transaction statements** for the full year

4. Income & Debtors

- Confirm all income was banked into the business trading account
- Details of any **cash or non-banked income**
- Income received **after** year-end (GST inclusive)
- Dividend advices **for the whole year**

5. Business Expenses

- Insurance premium documentation/policies
- Repairs & maintenance (over \$1,000)
- Rates
- Legal fees (with supporting documents)
- ACC invoices and payment arrangements
- Expenses paid in cash or from personal funds

6. Payroll & FBT (if applicable)

- Payroll summary for the full year
- IR348 Employment Monthly Deduction Schedules
- FBT returns and workpapers
- Vehicles subject to FBT (companies only)

7. Capital Expenditure

- Details of assets **bought, sold, or scrapped**
- Asset invoices and related finance agreements, leases, and trade-ins
- Review last year's depreciation schedule and note disposals and/or write-offs

8. Home Office

- Total house area (m²)
- Area used for business (m²)
- Mixed-use area and % business
- Home office expenses** for the **whole year** (Power, Insurance - Building & Contents, House mortgage interest, Rates, R&M, Internet/Phone)

9. Motor Vehicles (Private & Business)

- NEW Vehicle details
- Business vs private use % or kms
- Logbook (required if claiming more than 25% of vehicle expenses)

10. Creditors, Cash & Stock

- Expenses paid **after** year-end (GST inclusive)
- Holiday pay or bonuses paid within 63 days of year-end
- Cash on hand / petty cash / till floats at year-end
- Stock should be physically counted at year-end and adequate records retained as support
- Stock on hand value at year-end (at cost, GST exclusive)
- Work in progress value at year-end (at cost, GST exclusive)

11. Private, Mixed-Use & Other

- Goods taken for private use (quantity & value)
- Mixed-use holiday home, boat, or plane details
- Cryptoasset transactions
- Residential Land Withholding Tax documents

Additional information may be requested once preparation of your financial statements has commenced, should anything further be required to complete them accurately.