

- Mileage Records** Provide your mileage log book if motor vehicle expenses are not determined on a percentage basis
- Mortgage & Loan Documents** Details of payments during the year and the outstanding balance at Year-End. Please also provide details of any new loans
- Credit Card Statements** with details if used for Business Purposes
- Insurance Premium Notices** confirming Premiums for Insurance on Buildings, Plant & Machinery, Vehicles.
- Lease and Hire Purchase Agreements** Please attach copies of Hire Purchase & Lease Agreements entered into this year
- Solicitors Statements** for any business related transactions

Assets Purchases & Sales

Did you buy or Sell any Assets during this Financial Year – please refer to last year’s Fixed Asset schedule.
Purchases – only required where they are not clearly noted as a fixed asset in your other records

<u>Date</u>	<u>Description</u>	<u>Amount</u>

Investments

Please provide details of any Term Deposits or Shares bought or sold – please refer to the Investments noted in last year’s Accounts

<u>Company Name</u>	<u>No of Shares</u>

<u>Bank / Finance Company</u>	<u>Deposit Amount</u>

Business Use of Home

Please advise the following details for the year from 1 April 2025 to 31 March 2026

Mortgage Interest paid \$ _____
House & Contents Insurance \$ _____
Telephone Rental \$ _____
Electricity / Gas \$ _____
Water Rates \$ _____
Rates \$ _____
Repairs & Maintenance \$ _____
Rent Paid \$ _____

Total Area of Home _____ sq metres
Area used for Business _____ sq metres

Inventory

A stocktake must be completed at the end of the Financial Year (This must be valued at cost OR net realisable value GST excluded, whichever is the lower). Work In Progress must be accounted for if not yet invoiced out – this should include materials used, labour costs to date, portion of overheads.

Work in progress \$ _____ incl/excl GST
Raw Materials \$ _____ incl/excl GST
Finished Goods \$ _____ incl/excl GST

Please indicate what method has been used to value stock: FIFO / Weighted Average Cost

Cash

Unbanked Takings at Balance Date \$ _____
Petty Cash on Hand \$ _____
Till Floats \$ _____

Income Privately Banked

Was all income banked to your main business account? Yes / No If no, please provide details:

Type of Income _____ Amount _____
Type of Income _____ Amount _____

Expenses Paid for Privately

Did you pay for any Business Related Expenses from Personal Funds? If so, please provide details:

Type of Expense _____ Amount _____
Type of Expense _____ Amount _____

Private Funds Introduced

Did you deposit any Personal Funds into the Business Account during the year? If so, please provide details:

Date Banked _____ Amount _____

Date Banked _____ Amount _____

Contingent Liabilities

Are there any Contingent Liabilities existing at Year End? If so, please provide details:

Type of Contingent _____ Amount _____

Type of Contingent _____ Amount _____

Gifts

Did you forgive any debts owing to you during the year? If so, please provide details:

Details _____ Amount _____

Details _____ Amount _____

Details _____ Amount _____

Bad Debts

Ensure you have written off any bad debts in your Ledger prior to Balance Date.

Directors & Shareholders

Please advise of any changes to Directors or Shareholders details:
