

2026 YEAR END CHECKLIST

FOR BUSINESSES

Below is a general list of information we will need from you to prepare your 2025-26 Business Financial

Statements and Tax Returns:

- ☐ Accounting Software data file (MYOB, Xero, Quickbooks, Cash Manager, Spreadsheets etc.)
- ☐ Cash book (if applicable)
- ☐ Bank Statements to 30 June, 2026 for all accounts held by the business.
- ☐ Details of any business loans including statements to 30 June, 2026.
- ☐ Details of new assets bought or sold, including finance documents (where applicable).
- ☐ Debtors (Accounts Receivable) reconciliation at 30 June, 2026 including details of any bad debts written off.
- ☐ Creditors (Accounts Payable) reconciliation at 30 June, 2026.
- ☐ Stock Take (Inventory) value at 30 June, 2026 (if applicable).
- ☐ Payroll reconciliation and Single Touch Payroll Finalisation report.
- ☐ Superannuation reconciliation at 30 June, 2026.
- ☐ Register of all motor vehicles owned by the business and associated logbook.
- ☐ Details of all subcontractor payments (particularly relevant for businesses in construction, cleaning, courier and freight, information technology, security and surveillance industries).
- ☐ Details of any grants or disaster loans received.
- ☐ Details of insurances paid during the financial year including invoices.
- ☐ Details of any insurance payouts for your business or business premises.
- ☐ Details of any transactions involving cryptocurrency (e.g., Bitcoin).
- ☐ Value of Work in Progress at 30 June, 2026 (where applicable).
- ☐ Any other information you consider relevant in preparing your business' accounts.

Please contact our office if you require assistance with your 2025-26 Tax Return.

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