

# **IMPORTANT EOFY WORKSHEET – 2026 BUSINESS CHECKLIST**

PLEASE COMPLETE THIS ENTIRE WORKSHEET AND BRING IT TO THE INTERVIEW.

This will help ensure that your financial statements and taxation returns can be compiled efficiently.

Name: \_\_\_\_\_

Telephone: [H] \_\_\_\_\_ [W] \_\_\_\_\_ [M] \_\_\_\_\_

Email: \_\_\_\_\_

Would you prefer to be contacted via email? Y / N

**ELECTRONIC FUND TRANSFER FOR REFUND** (direct into bank account).

*Please note, these details are mandatory as the ATO no longer issue refunds by cheque.*

BSB: \_\_\_\_\_ Account number: \_\_\_\_\_

Account Name: \_\_\_\_\_

### **Information required for Business Returns**

CASHBOOK Y / N OR COMPUTER RECORDS (backup of file) Y / N

*Please ensure all your bank accounts are reconciled before providing data to us.*

Program: \_\_\_\_\_ Version (essential): \_\_\_\_\_ Password: \_\_\_\_\_

*Tick box if applicable*

1.	Bank Reconciliation Report for the year ended 30th June 2026	
2.	Bank Statements incorporating 30th June 2026	
3.	Loan Statements and Business Credit Card Statements for the full year including 30th June 2026	
4.	New Hire Purchase, Lease, Chattel Mortgage or Finance Agreements, with invoice for new asset(s) purchased during the financial year	
5.	Copy of Annual PAYG Payment Summary Statement (group certificates summary) & Income Statement	
6.	Copy of Annual Workcover Reconciliation	
7.	Sale or Purchase of Land or Buildings during the financial year: - Contract/Settlement Statements (if a sale, original purchase documents also needed)	
8.	Cash/Credit Card Expenses with details attached (if not listed in Computer or cashbook records)	
9.	Trading Stock at 30th June 2026 (GST Exclusive Value) Circle Valuation Method: \$ _____ Cost Market Replacement	
10.	Debtors (amount of money owed to you at 30th June 2026) - attach details/report - Does this amount include GST? Y / N	
11.	Creditors (amount of money owed by you at 30th June 2026) - attach details/report - Does this amount include GST? Y / N	
12.	Goods Taken for Private Use During the year - Value: \$	

13.	Cash Taken for Private Use during the year - Value: \$	
14.	Sales Money/Business Income not banked by 30th June 2026 - Value: \$ _____ - Does this amount include GST? Y / N	
15.	Please document and attach your private use expenses % (phone, power, internet etc)	
16.	Invoices for Plant and Equipment purchased during the year (including motor vehicles)	
17.	Have you reviewed the depreciation schedule for <b>2025</b> and identified items sold or scrapped?	

**Motor Vehicle Readings** (Only vehicles with private use component need to be listed)

Please note - ATO audit activity is targeting business use % of vehicles. Log books should be recompleted every 5 years.

Car	Usual Driver	Logbook %	Odometer Reading - 30th June 26	Fuel Type		
				Unleaded	Diesel	Gas

**Information Required for Personal Returns**

*Tick box if applicable*

1.	Income Statement / Payslips	
2.	Interest Received - including personal accounts	
3.	Dividend Slips with payment dates between 1 July 2025 and 30 June 2026	
4.	Share Sales (when sold we need Purchases details as well)	
5.	Rental Property Records - Income received and expenses paid, Annual Agents Summary	
6.	Superannuation Contribution details (non employer) - Notice of Intention to Claim Deduction is required from Super Fund	
7.	Private Health Insurance Statement - Have you prepaid your private health insurance?	
8.	Annual Tax Statements for Managed Funds	
9.	<b>EMAIL INFORMATION TO FINANCIERS:</b> Upon completion do you wish us to email your bank/finance company a copy of your financial report? Contact name: _____ Email: _____	

**Record Keeping**

**Records for ATO must be held for a minimum 5 years from the date of lodgement (7 years for Company).**

- 1) Computer data files must be maintained for this period. Murray Nankivell only maintains your most recent data file.
- 2) Assets + Investments - Ownership costs (non-deductible interest on loans, council rates, insurance renovations etc) should be maintained for all investments including beach homes, for 5 years after the SALE of the asset.
- 3) Purchase documents for business assets must be kept until the asset is sold or fully depreciated.

**Declaration**

I declare that I have read, completed & provided the most accurate information possible as at 30th June 2026.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_