

2026 Company, Trust, Partnership & Sole Trader (Business / Trading Entities) Checklist

For the Financial Year Ended 30 June 2026

Please tick each item applicable to your circumstances and provide the requested information.

Accounting Records

- Accounting Software Backup / Online Access
- Summary of Income and Expenses
- BAS and GST Information

Banking & Finance

- Bank Statements
- Loan Statements
- Credit Card Statements
- List of Unpresented Cheques

Assets & Capital Expenditure

- New Assets Purchased
- Finance Agreements
- Assets Sold, Traded or Disposed Of
- Motor Vehicles

Debtors, Creditors & Inventory

- Debtors
- Creditors
- Closing Stock
- Work in Progress (if applicable)

Payroll & Employee Obligations

- Single Touch Payroll Finalisation Report
- Superannuation Contributions

- Payroll Tax Annual Reconciliation
- Taxable Payments Annual Report (TPAR)
- Employee Terminations

Director, Shareholder & Related Party Matters

- Director Loan Accounts
- Related Party Transactions
- Division 7A Loans (Companies)
- Inter-Entity Loans

Company, Trust & Business Structure Changes

- Changes to Directors, Shareholders or Trustees
- Changes to Beneficiaries or Unit Holders
- Business Structure Changes

Other Income & Special Transactions

- Government Grants and Assistance
- Insurance Claims
- Research & Development (R&D) Activities
- Foreign Income or Investments
- Legal Settlements

Additional Information

- Significant Events During the Year
- Other Information

Declaration

Business Name: _____

Contact Person: _____

Signature: _____

Date: _____