

# FINANCIAL YEAR-END CHECKLIST



**How to use this checklist:** Use this checklist to organise your business records and prepare your accounts for the end of the financial year.

## INCOME & MONEY OWED

**Stay compliant by accurately tracking and reporting all income.**

- All paid and unpaid invoices
- Cash income not banked
- Dividend/Shareholder earnings
- Interest and income statements
- Government grants

## EXPENSES & BILLS

**Claim everything you're entitled to and don't pay unnecessary tax.**

- List of unpaid bills
- ACC
- Subscriptions / Memberships
- Home office expenses
- Vehicle/Travel costs
- Marketing/Advertising
- Professional services fees, i.e. Bookkeeper
- Education & Training
- Software & Tech
- Staff & Contractors
- Office Supplies & Equipment
- Misc: Bank fees, interest, client gifts.
- Rates, insurance, repairs

## NOTES:

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## ASSETS, EQUIPMENT & VEHICLE USE

**Assets affect depreciation claims and your overall tax position.**

- Assets purchased or sold
- Equipment and vehicle invoices
- Finance or lease agreements

**Calculate vehicle expense claims.**

- Logbook records
- Business use percentage

## GST & TAX INFO

**Reconcile GST and confirm that everything reported matches your financial records.**

- GST Returns
- Donation Receipts

## OTHER INCOME & EXPENSES

**Ensure your full financial position is captured.**

- Rental income
- Mortgage Interest
- Crypto Assets
- Wage Summaries
- PAYE Reports



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T: 027 212 9569

W: [www.balancedledgers.co.nz](http://www.balancedledgers.co.nz)

E: [danny@balancedledgers.co.nz](mailto:danny@balancedledgers.co.nz)