HUDDLE
ADVISORY

BUSINESS
2026 End of Year Checklist

Below is the annual questionnaire for the 2026 tax year.

IRD require that all clients complete and sign this questionnaire.
We cannot file your tax return until we have the completed and signed questionnaire.

Have any of your contact details changed? Office telephone: ____________________________ Mobile telephone: _________________________________ E-mail address:____________________________________

IMPORTANT – PLEASE READ AND SIGN

Terms of Engagement

I/We hereby instruct you to prepare my/our Financial Statements and Taxation Returns. I/We undertake to supply all information necessary to carry out such services, and will be responsible for the accuracy and completeness of such information. I/We understand that you will rely upon the information provided by me/us. Your services are not intended to, and accordingly will not result in the expression by you of an opinion on the financial statements in so far as third parties are concerned, or in the fulfilling of any statutory audit requirements. I/We understand that during preparation of the Financial Statements and Taxation Returns you will not be specifically investigating non-compliance with laws and regulations – however should anything come to light of this nature during this process you will bring that to my/our attention.

I/We understand that the Financial Statements and Taxation Returns are prepared for my/our own use and to determine my/our taxation liabilities. If this should change in any material respect, I/We will inform you immediately. You will not accept any responsibility to any person, other than me/us, for the contents of the Financial Statements.

All other terms and conditions of this engagement are the same as those referred to in the original Engagement Letter I/We signed when I/We became a client.

I/We also accept that Huddle Advisory Limited has the right to charge interest on overdue accounts at the rate of 1.5% per month, and that all accounts are due for payment by the 20th of the month following invoice date. The charging of such interest will be at the discretion of Huddle Advisory Limited. I/We accept that any collection costs incurred by Huddle Advisory Limited will be fully recoverable from me/us.

You are hereby authorised to communicate with my/our bankers, solicitors, finance companies and all government agencies, including IRD, ACC, to obtain such information as you require in order to complete the above assignments.

You are to represent me/us as my/our tax agent. Signature: ____

Date: ____

1. Accounting records

Comments and notes

Where **no Cashbook** is supplied, please provide and include one month past balance date:

- Bank statements including any savings account or term deposit.
- Cheque & Deposit butts showing the nature of each payment/deposit. • Receipt books. Make sure any items not for business sales are clearly marked.
- Suppliers' invoices filed in cheque number order.

Where you supply a **written Cashbook**, please provide and include one month past balance date:

- Cashbook, written up, analysed and reconciled to the bank statements monthly.
- An annual summary of income and expenditure
- Bank statements including any savings account or term deposit.
- Cheque & Deposit butts showing the nature of each payment/deposit.

Where you supply **a computerised Cashbook (eg MYOB, Xero, Excel Quickbooks)**, please provide:

- Backup disk as at the end of financial year or email files to us.
- Cashbook Password ....
- Name and Version of Cashbook Program.....................................
- Copy of Bank Reconciliation as at balance date for all bank accounts.
- Final Bank Statement for year for all bank accounts.
- Transaction Listing for Accounts Payable and Accounts Receivable as at end of the balance date.

2. Have all proceeds/takings been banked?

Yes No

Please give details of any proceeds/takings not banked:

3. Cash on hand

Unbanked sale proceeds on hand at balance date $________________
Petty cash float $________________
Till float $________________

Total (including GST) $__________

4. Accounts receivable (debtors) *(Amounts OWING TO YOU at balance date)*

Total (including GST) $_________________

Please provide details.

Note: If bad debts are to be deductible in the current year they must have been written out of your Debtors Ledger before the end of the financial year.

6. Stock on hand

Cost of stock (excluding GST) at balance date $_______________

(Please retain workpapers to support this total)

Note, If stock is less than $10,000, a stocktake is not required, just tell us the total value of stock on hand.

7. Work in progress

Value of work started but not invoiced for at balance date
(including materials, cost, labour cost, and overhead content). $________________

(Please retain workpapers to support this total)

8. Particulars of any fixed assets purchased or sold (That cost over $1,150.00 incl GST)

PURCHASED

Date	New (N) Used (U)	Description	Price incl GST	Asset Traded	Value incl GST

(Where applicable please provide Hire Purchase Agreement, Loan Agreements, Lease Agreements, Trade-in details, Copy of Tax Inv)

SOLD

Date	Description	Price incl GST	Asset Scrapped

9. Mortgage / Loan changes

Please supply:

- Copies of bank loan statements for the year
- Copies of loan agreements for loans drawn down during the year

10. Car expenses

Generally you are required to keep a log book for a period of three months to ascertain the portion of your car expenses that are business related. This percentage will then be used for the next three years at which time a new log book may need to be kept. **Please check that your current business percentage is still valid**.

Log kept from ______________ to ______________ to cover three years ending ________

Please advise the private portion of vehicle usage

Where you have kept a mileage log for business kilometres only, please state the total mileage travelled during the year

Have GST adjustments been made for private use during the year?

________ % ________ km

If yes, please supply details.

11. Out of pocket expenses (etc)

Please give details of any business expenses paid from private sources during the year: *(ie not paid out of your business bank account)* – supply receipts where possible.

Payee	Expense	Amount incl GST

12. Goods taken for own use but not paid for

Details:

Cost incl GST $ ___________________

Have these been adjusted for in GST returns?	
13. Entertainment expenses Please provide details of business expenditure on food, beverages and recreation.	
14. Goods and Services Tax (GST) Please bring in copies of your completed GST returns for the year and supporting work papers.	
15. Fringe Benefit Tax (FBT) Please supply copies of all returns filed relating to the 2021 financial year and any supporting work papers.	
16. Insurance Please supply a copy of insurance invoices providing a breakdown of the premium paid for analysis of expense.	
17. Legal Transactions Please provide copies of all invoices for legal fees paid. If you have purchased a property or properties during the year please provide the following: • Copy of Sale and Purchase Agreement • Copy of Solicitors Settlement Statement • Copy of Solicitors Statement of Account If your entity is a trust, please provide details of any gifting done during the year.	

Thank you for completing this questionnaire.

Please don’t forget to sign and date the front page.