

## Annual Accounts Checklist - Incorporated Societies

For the year 1<sup>st</sup> April 2024 - 31<sup>st</sup> March 2025

Here's what we need to help keep your year-end simple and stress-free. Tick off what applies and reach out if you need support, we're here to help!

### Governance

- Update your Statement of Service Performance.
- Check the Incorporated Societies Register:
  - Officer details are correct.
  - Meeting minutes confirming any officer changes.
- Confirm grants and funding compliance, including expenditure tracking.
- Ensure all donation receipts are issued and documented.

### Accounting & Compliance

- Please reconcile all Xero accounts to 31<sup>st</sup> March 2025.
- Attach invoices to transactions in Xero.
- Check that all GST Returns are filed in Xero.

### Bank Statements

- Send through CSV statements for all bank accounts not set-up in Xero for the period ending 31<sup>st</sup> March 2025. Follow the instructions [here](#) if you're unsure
- If applicable, provide term deposit and investment statements for the period ending 31<sup>st</sup> March 2025.
- Please send through business credit card statements for accounts not set-up in Xero for the period ending 31<sup>st</sup> March 2025.
- Share details of any government or private funding received.
- Clearly classify operational vs fundraising expenses.
- Please send through screenshots of all bank account balances as at 31<sup>st</sup> March 2025

### Work in Progress (Service Delivery)

- If you have ongoing service delivery, list incomplete projects with cost and revenue tracking.

## Assets & Liabilities

- Note any updates to your fixed asset register (purchases/sales of assets during the year) and provide supporting documents (receipts/bills/sales & purchase)
- Include details of any new finance/loan agreements signed this year.
- Please send through any current business loan statements for the period ending 31<sup>st</sup> March.
- For Work in Progress (if applicable):
  - List projects or developments in progress.
  - Include costs incurred and expected revenue.

## Income & Expenses

- Review and follow up on any old accounts payable or debtor balances
- Be sure to review any outstanding invoices and classify any invoices you believe would not be paid as 'bad debt'
- Include documents/receipts for cash-paid expenses not in your bank transactions between 1<sup>st</sup> April 2024 - 31<sup>st</sup> March 2025

## Payroll

- Send through full-year payroll report and annual leave balances for the period ending 31<sup>st</sup> March 2025 (if we don't process payroll for you).

## Inventory & Cash

- Confirm the value of stock and inventory for the period ending 31<sup>st</sup> March 2025
- Reconcile any cash on hand for the period ending 31<sup>st</sup> March 2025

## Other items/considerations

- Record volunteer reimbursements.
- Check that all funding conditions are met.

## Ready to get your accounts sorted?

We're here to make year-end simple, reach out to our team at [info@weaccounting.co.nz](mailto:info@weaccounting.co.nz) or on 09 378 9207 for a free 30-minute kōrero!