2026 Annual Accounts Preparation Checklist:

- ☐ Copies of any new Lease Agreements that started in 2026.
- ☐ If a new 5YA project has started this year, please upload the project approval email and project input page.
- ☐ If a 5YA project was completed, please upload the Occupancy Use Certificate.
- ☐ If a 5YA project is still in progress, please upload the most recent financial summary from the project manager showing the funding received and expenses incurred to date.
- ☐ Investment notices for term deposits that will mature in 2027.
- ☐ Audit Proposal or Engagement letter for 2025 – 2027 that includes the proposed audit fees (If this was not provided in 2025).
- ☐ Copy of the current 10YPP.
- ☐ Copy of the current cyclical maintenance (painting) plan.
- ☐ List of all Board Members that held or hold office during 2026 (including those no longer on the Board).
- ☐ Copy of the approved 2026 budget.
- ☐ Copy of the KiwiSport statement.

Note: Please can you also keep uploading supporting documents for all subscription bills. This will help us prepare the prepayment workpaper more efficiently at year-end.