

2023 FINANCIALS & TAXES

Information Checklist



Please consider this checklist as a helpful guide for the information we need. Kindly note that certain sections may not be applicable to your business or personal situation, and you may disregard them accordingly.

Bank Accounts:

1. Business Bank Statement/s as at 30 June 2023.

(if you have not been issued a Statement for this period, a transaction listing export showing the running balance or a screenshot of the closing balance as at 30 June 2023 is acceptable)

2. Business Credit Card Statement/s as at 30 June 2023.

(if you have not been issued a Statement for this period, a transaction listing export showing the running balance or a screenshot of the closing balance as at 30 June 2023 is acceptable)

Bank Loans:

1. Copies of Loan Statements from 1 July 2022 – 30 June 2023

2. If a new loan was entered into during the year, please provide a copy of the loan/facility agreement

Accounting Software:

1. Ensure your accounting software is reconciled to 30 June 2023

2. Ensure we have access to your accounting software.

Stock/Inventory:

1. Please advise the value of Stock on Hand / Work in Progress as at 30 June 2023.

Please tick the valuation method you used: Cost Market Replacement

Investments / Property Income:

1. Please provide details of all investment and rental property **INCOME** received including:

- Dividend Statements

- Interest Statements

- Rental Property Statements

2. Please provide details of all investment and rental property **EXPENSES** paid during the year including:

- Rental Property Statements

- Council Rates

- Interest Statements

- Insurances

- Depreciation Report

- Water Rates

- Details of Repairs and Maintenance

- Interest on Loans

Hire Purchase / Lease / Chattel Mortgage:

1. Copy of lease / hire purchase / chattel mortgage agreements for any NEW AGREEMENTS

Assets:

1. Purchase details including contracts for any new assets

2. Finance Loan contracts for any new assets

3. Sale details including contracts for any assets sold

4. Settlement statements for any assets sold

Other:

1. If you complete your own Taxable Payments Annual Report, please provide a copy

2. If you submit your own WorkCover Rateable Remuneration, please provide a copy

3. If you submit your own Payroll Tax, please provide a copy