

2024 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, and you may disregard them accordingly.

Bank Accounts:

- 1. Business Bank Statements for the period 1 July 2023 – 30 June 2024
- 2. Business Credit Card Statements for the period 1 July 2023 – 30 June 2024

Bank Loans:

- 1. Copies of Loan Statements from 1 July 2023 – 30 June 2024
- 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 2024
- 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 2024.
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
 - Interest Statements
 - Depreciation Report
 - Details of Repairs and Maintenance
 - Council Rates
 - Insurances
 - Water Rates
 - 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