

# 2025 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 2024 – 30 June 2025
- ☐ 2. Business Credit Card Statements for the period 1 July 2024 – 30 June 2025

### Bank Loans:

- ☐ 1. Copies of Loan Statements from 1 July 2024 – 30 June 2025
- ☐ 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 2025
- ☐ 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 2025  
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:

<input type="checkbox"/> Rental Property Statements	<input type="checkbox"/> Council Rates
<input type="checkbox"/> Interest Statements	<input type="checkbox"/> Insurances
<input type="checkbox"/> Depreciation Report	<input type="checkbox"/> Water Rates
<input type="checkbox"/> Details of Repairs and Maintenance	<input type="checkbox"/> 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