



Client: _____

Contact Phone No: _____

Email Address: _____

CHECKLIST FOR PREPARATION OF YOUR 2025 FINANCIAL STATEMENTS AND INCOME TAX RETURNS

As at 31 March 2025:

- **STOCK ON HAND** reasonably estimated to be more than \$10,000?
Complete stock-take of product/materials on hand as at 31 March 2025. Cost price or net realisable value if less than cost and GST exclusive:

| | |
|------------------|----------|
| Stock on Hand | \$ _____ |
| Work in Progress | \$ _____ |

- **PRIVATE MOTOR VEHICLE USED FOR BUSINESS:**
Type of Vehicle: Petrol or Diesel Petrol Hybrid Electric
Log book details % per logbook _____ %
OR Total kms travelled (business and personal use) _____ kms
Total kms travelled for business use _____ kms

- **BANK STATEMENTS AND CASHBOOK** for the full year (if accounting software not used)
Clearly identify any non-business income or expenses.

- **MYOB / XERO CLIENTS** - a copy of the March 2025 bank statement for each business bank account

- **BUSINESS LOANS** – loan statements and/or end of year annual loan summary

- **GST RETURN** workpapers (if not prepared by us)

- **CASH ON HAND (UNBANKED INCOME)** as at 31 March 2025 (if any)

- **DETAILS OF ANY INCOME OR EXPENSES BANKED OR PAID THROUGH PERSONAL BANK ACCOUNTS**

- **ASSETS PURCHASED costing more than \$1,000** - details of any new assets purchased during the year. Please complete the attached schedule and provide a copy of the invoice

- **FRINGE BENEFIT TAX RETURN** workpapers

- **ACCOUNTS PAYABLE/CREDITORS** – provide list

- **ACCOUNTS RECEIVABLE/DEBTORS** – provide list

- **BAD DEBTS** as at 31 March 2025 (these should not be included in the Debtors list)

- **NEW HIRE PURCHASE AGREEMENTS** – Sale & Purchase Agreement, Finance Principal & Interest Schedule
- **USE OF HOME** – if your home is used for business purposes please provide the details below
- **INVESTMENTS** – if you have an investment portfolio please provide the end of year Tax Report from your investment advisor.
- **RENTAL PROPERTY PURCHASED DURING YEAR** - Solicitor Settlement Statements
- **RENTAL PROPERTY LOANS** – loan statements for full year
- **HOLIDAY HOME** used personally and for income earning – please complete the separate questionnaire

USE OF HOME OFFICE:

Total Area of House/Garage _____ (sq ft/m sq)
 Area of Office/Garage (used for business) _____ (sq ft/m sq)
 Insurance - House \$ _____
 - Contents \$ _____
 Mortgage Interest \$ _____
 Power \$ _____
 Repairs/Maintenance \$ _____
 Rates \$ _____
 Rent (if you do not own your home) \$ _____

 I authorise you to prepare financial statements from the information and records I have supplied to you. I advise you not to complete an audit or review. I accept responsibility for the accuracy and completeness of all records and information supplied to you.

Information and Signing Authorisation

I authorise Helston & Associates Ltd to obtain any information and sign any Returns on my behalf, regarding my tax affairs.

Name..... Signed.....

Date.....

ASSETS:

| ASSET SOLD, TRADED IN OR SCRAPPED | DATE | TOTAL \$ (GST inclusive) | TRADE IN |
|--------------------------------------|------|-----------------------------|----------|
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| ASSET PURCHASED (\$1,000 and over) | DATE | TOTAL \$ (GST inclusive) | N = NEW U = USED | TRADE IN |
|---------------------------------------|------|-----------------------------|---------------------|----------|
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Please provide copies of invoices for all assets purchased