

When bringing in your 2024-2025 records, please ensure you include the following:

	Why we need it!	Done
Bank Statements - (01/07/24 – 30/06/25)		
Deposit Books - (01/07/24– 30/06/25)		
Cheque Butts - (01/07/24 – 30/06/25)		
Summary and details of any cash expenses or privately paid expenses		
Single Touch Payroll confirmation for wages paid		
Loan Statements (01/07/24 – 30/06/25)		
Motor Vehicles: Kilometres travelled during the year		
Details and copy of contracts for any new loans taken out during year		
Acquired equipment during the year, please provide a tax invoice		
Details and amount of (if relevant) Accounts Receivable as at 30/06/25		
Details and amount of (if relevant) Accounts Payable as at 30/06/25		
Details and amount of (if relevant) Stock on Hand as at 30/06/25		
If you are using a a non cloud based accounting package - please advise		
Software Program Used: Year/Version being used:		
Provide: User Name: Password:		

For Your Individual returns please bring in the following:

Income:

If you own shares provide all your dividend slips		
Sold or bought shares? Bring in your buy and sell contracts		
Made a capital gain? Bring in the buy and sell details		
Have interest income, bring in the statements etc (01/07/24 - 30/06/25)		
Details of any donations, school building fund payments etc		
If you received any rental income, bring in details and/or property agents report		

Expenses:

Capital losses – have you lost money on assets bought and sold since 1985, if yes bring in details		
Details of any expenses paid that are not in your business accounts but you still wish to claim.		
Rental, bring in details for interest, council/water rates, land tax, bank fees, insurance, etc		

Rebates & Other:

You pay private health insurance, please bring in your year end health insurance letter		
Pay superannuation, bring in contribution details for the year		