

# 2025 Financial Accounts Checklist

## Business Use of Private Residence

If any part of your home is used for business purposes, please complete this section

### Property Address

Area of Home	_____m2
Area of Garage	_____m2
Total Area	=====m2
Area Used for Business	
Area of Home	_____m2
Area of Garage	_____m2
Total used for Business	=====m2

Total Costs for the period 01/04/2024 – 31/03/2025	Total \$
Insurance (Building & Contents)	_____
Interest on Mortgage	_____
Power	_____
Rates (Land & Water)	_____
Repairs	_____
Rent	_____
Other (Telephone, Internet, etc.)	_____
Total	=====

## Motor Vehicle Expenses – Sole Traders, Partnerships, Trusts (N/A if actual vehicle expenses claimed)

Total km's travelled during the year	_____Km
Total business km's travelled during the year	_____Km

## Fixed Assets

Please provide details of any sales or purchases of assets during the year

Date	Sale / Purchase	Description	Gross (incl. GST)
_____	_____	_____	_____
_____	_____	_____	_____