



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)
_____	_____	_____	_____
_____	_____	_____	_____