

ABN Income & Expenses

	Yes / No	Details
Turnover		
Were you GST Registered for the entire year?		
If not then from when?		
Printing / Stationery / journals / diary / mags		
Subscriptions / Memberships / Bluecards / Licenses		
Low Cost Write Off / Tools - Equipment less than \$1,000		
Protective Clothing/Uniforms - logo or occupation specific		
Laundry		
Business Registration / ASIC fees		
Bank Fees		
Interest on Business Loans or Credit Cards		
Materials/Purchases		
Postage		
Training/courses/seminars		
Business Insurances (details, exclude private or non deductible)		
Advertising		
Tolls / Parking		
Travel Expenses		
Workcover		
Rent - was this your personal residence or commercial?		
Electricity		
Gifts / Donations		
Private use of stock		
Subcontractors - No GST (are they true contractors re super)		
Subcontractors - GST (are they true contractors re super)		
Superannuation contributions for yourself		
Website expenses		
Internet (Bus %)		
Mobile Phone (Bus %)		
Hire Plant & Equipment		
Home office (34c per hour) - How many hours per week?		
Home Office - Rent		
Home Office - Electricity - Did you log your business hours?		
Home Phone (Bus %)		
Business Phone (Bus %)		
Sun protection		
Depreciation		
Franchise Fees		
Repairs & Maintenance		
Superannuation paid for contractors, employees?		
Did you purchase any Equipment during the year?		
Any loans or hire purchases for the year?		
Any stock on hand? (GST exclusive amount)		
Any work in progress?		
Advise the clients of their obligation to keep appropriate records for claiming deductions		
Motor Vehicle Expenses Method		
Have you correctly kept a log book for a period of 12 weeks or more?		
What was the business percentage of travel? (allows reasonable estimate of fuel and oil if odometer start/finish is recorded)		
MV Rego (log book only)		
MV Services (log book only)		
MV R&M (log book only)		
MV Insurance (log book only)		
MV Fuel (log book only)		
MV Interest (log book only)		
MV Depreciation (log book only)		
If no log book, how many work related klms did you travel?		
Make/Model of vehicle		
Engine Size		