



# BUSINESS CHECKLIST

<b>BUSINESS DETAILS</b>		
Business Name:		
Income Received:	GST Registered: YES / NO	

<b>MOTOR VEHICLE EXPENSES</b>		
Motor Vehicle Make/Model/Year:		
Registration Number:		
Work Related Kilometres Travelled:		
	<b>Total Cost</b>	<b>Work %</b>
Leasing of Motor Vehicle		
Car Wash		
Fuel and oil		
Insurance		
Interest Payments		
Registration		
Repairs and Maintenance		
Services		
Motor Vehicle Purchase – need documentation with purchase date and price		
Motor Vehicle Finance – need documentation with finance details		

<b>TRAVEL EXPENSES</b>		
Accommodation		
Tolls		
Parking		
Car Hire		
Domestic Travel *		
International Travel – Airfares and Accommodation *		
<i>* Need a travel diary if away for 6 or more consecutive nights</i>		

	Total Cost	Work %
<b>WORK RELATED CLOTHING EXPENSES</b>		
Laundry		
Dry Cleaning		
Glasses, Sunhat and Sunscreen for outdoor workers		
Occupation Specific Clothing		
Protective Clothing		
Protective Work Boots		
Gloves, Masks and High Visibility		

<b>OTHER BUSINESS RELATED EXPENSES</b>		
Advertising and Promotion		
Bad Debts		
Bank Fees and Charges		
Borrowing Costs		
Computer Consumables, Equipment and Software		
Cartage and Freight		
Cleaning and Rubbish Removal		
Commission		
Contract Payments		
Donations Over \$2		
Electricity and Gas		
Hire of Rent of Plant and Equipment		
Home Office		
Income Protection Insurance - Outside of Superannuation		
Industry Magazines, Newspapers and Professional Journals		
Insurance Premiums		
Internet – cost/month		
Interest		
Laptop		
Lease Payments		
Legal Fees		
Maintenance		
Materials and Supplies		
Memberships and Association Fees		
Office Furniture		

	Total Cost	Work %
Postage		
Printing		
Rent on Land and Building		
Repairs		
Replacement Tools and Equipment		
Seminars and Education Workshops		
Stationery		
Subscriptions		
Superannuation		
Telephone – cost/month		
Union Fees		

