CQ Taxation Services

ABN Business Holders: Income & Expenses Checklist

Business Name & ABN:_____Name Registered with ASIC Yes ☐ No ☐

Income:

	Total Amount $	% Business Percentage
Gross sales/receipts		
All other income		

Tax Deductions:

Advertising & sponsorship		
Asset purchases (equipment, tools, furniture)		
Bank charges & fees		
Computer & IT expenses		
Electricity and Gas expense		
Equipment hire & rental		
Insurances (Business, Contents, Professional Indemnity, Public Liability)		
Interest on loans (only business loans or percentage applicable)		
Internet & Data Charges		
Legal expenses		
Motor vehicle expenses: fuel		
Motor vehicle expenses: registration & insurance		
Motor vehicle expenses: repairs & maintenance		
Office supplies		
Postage & Freight charges		
Purchases (trading stock or materials)		
Rates & Water expenses		
Rent		
Repairs & Maintenance		
Security fees and patrol		
Stationery		
Subscriptions & Apps		
Telephone & Mobile Charges		
Travel Expenses		
Waste removal & cleaning fees		
Other		
Other		
Other		
Other		
Other		
Other		
Other		
Other		
Other		