

BUSINESS NAME & ABN

Income

- ☐ Gross sales / receipts
- ☐ All other income

Expenses — tick what you have

- ☐ Advertising & sponsorship
- ☐ Asset purchases (equipment, tools, furniture)
- ☐ Bank charges & fees
- ☐ Computer & IT expenses
- ☐ Electricity and gas expense
- ☐ Equipment hire & rental
- ☐ Insurances (business, PI, public liability)
- ☐ Interest on business loans
- ☐ Internet & data charges
- ☐ Legal expenses
- ☐ Motor vehicle expenses (fuel, rego, repairs)
- ☐ Office supplies
- ☐ Postage & freight charges
- ☐ Purchases (trading stock / materials)
- ☐ Rates & water expenses
- ☐ Rent
- ☐ Repairs & maintenance
- ☐ Security fees and patrol
- ☐ Stationery, subscriptions & apps
- ☐ Telephone & mobile charges
- ☐ Travel expenses
- ☐ Waste removal & cleaning fees
- ☐ Personal superannuation contributions (if claiming a deduction)
- ☐ Bad debts written off

Please keep all receipts and statements for at least five years, as required by the ATO.