

Business Worksheet/ Checklist



COOPER'S
ACCOUNTING

Information required if applicable (please also fill out Personal Details checklist also)	
Business Name	
Business Address	
Contact Number	
Email	
Tax file number	
ABN	

Business Income (if Gst registered need NET figures)	
Sales	
Other Income	
Interest received	

Cost of Sales	
Opening Stock at Beginning of the year	
Purchases	
Closing Stock at End of the year	

Business related Deductions	
Accounting Fees	
Advertising & Promotion	
Borrowing Costs	
Cleaning & Rubbish Removal	
Commission Paid	
Contracts Paid (incl subcontractors)	
Donations	
Electricity	
Government Fees & Charges	
Hire of Plant & Equipment	
Insurance premiums for business (excl Vehicle)	
Interest paid (excl Vehicle)	
Legal fees	
Material & Supplies	
Postage	
Printing & Stationery	
Protective Clothing & Uniforms	
Rent on Land & Buildings	

PO BOX 2241 GREENHILLS NSW 2323

Office: 02 4932 4589 Mobile: 0431 204 033

Email: Helen@coopersaccounting.com.au Website: www.coopersaccounting.com.au

Business Worksheet/ Checklist



COOPER'S
ACCOUNTING

Repairs & Maintenance	
Replacement of Loose Tools	
Salary & wages	
Associates Salary & Wages	
Subscriptions & Publications	
Superannuation (only if paid)	
Internet and % used for business	
Phone and % used for business	
Courses ,Seminars	
Registration fees, work place tickets	
Travel & Accomodation	

Home Office	
Number of hours per week & total weeks used for business	
Or the percentage of floor space used (if using this method following expenses)	
Electricity & Gas	
Insurance on contents	
Water usage	

List any other expenses incurred	

Assets purchased less than \$20,000 include description date and cost (computer, car, equipment)	

Business Worksheet/ Checklist



COOPER'S
ACCOUNTING

Other Deductions - receipts or evidence of following if applicable	Yes/No
Income Protection Insurance (not life insurance or through Super	
School building fund levy if school is a deductible gift recipient	
Donation Greater than \$2 to a deductible gift recipient	

Motor Vehicle used for Business	
Type of Car	
Registration Number	
Cents per Kms Method	
Kilometres used for work max 5,000 and evidence i.e diary . spreadsheet	

Logbook Method filled out & following Motor vehicle expense receipts	
Opening Odometres	
Kilometres travelled over 12 weeks for business	
Closing Odometres	
Fuel & Oil	
Depreciation	
Repairs & maintenance	
Interest	
Lease apyments	
Rego , Insurance, greenslip	
If leased, financed or loan supply all documents	

Other Documents Required if applicable	Yes/No
Private Health Annual statement	
PAYG Instalments Paid	
New Clients Last years tax return for depreciation & loss details etc	
New clients or completing on line , Identity documents, i.e Licence , medicare	
Super Contributions for spouse	
Net out of pocket Medical expenses for disabilities aids, aged care etc over \$2330 or over \$5504 for higher incomes, please bring receipts if unsure	

Please note: List is a brief guide only and may not cover every circumstance

PO BOX 2241 GREENHILLS NSW 2323

Office: 02 4932 4589 Mobile: 0431 204 033

Email: Helen@coopersaccounting.com.au Website: www.coopersaccounting.com.au