

Business Checklist



Information required as applicable

Business Name _____
Business Address _____
Contact Number _____
Email _____
Tax file number _____
ABN _____

Business Income (if Gst registered please use 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 \$ _____

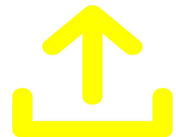
Business related Deductions

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 \$ _____



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SOMETHING?
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website [here](#)

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AND TAX DOCUMENTS AND
UPLOAD THEM DIRECTLY TO
US [HERE](#)

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Business related Deductions

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

-\$ _____ Course _____
-\$ _____ Course _____

Registration fees & work place tickets

-\$ _____ Details _____
-\$ _____ Details _____
-\$ _____ Details _____

Travel & Accommodation

-\$ _____ Details _____
-\$ _____ Details _____
-\$ _____ Details _____

Home Office

_____ hours per week & _____ total weeks used
for business **Or** the _____ % of floor space used
if using % method please provide following expenses
Electricity & Gas \$ _____
Insurance on contents \$ _____
Water usage \$ _____

List any other expenses incurred

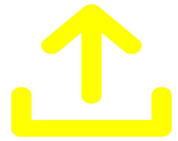
Assets purchased less than \$20,000

(computer, car, equipment, etc)



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Motor Vehicle used for Business

Type of Car _____

Registration Number _____

Cents per Kms Method

_____ Km's used for work
(max 5,000 and evidence i.e diary or
spreadsheet)

Logbook Method

Opening Odometer _____ km

_____ Km's traveled over 12
weeks for business

Closing Odometer _____ km

Fuel & Oil \$ _____

Depreciation \$ _____

Repairs & maintenance \$ _____

Interest \$ _____

Lease payments \$ _____

Rego \$ _____

Insurance \$ _____

Greenslip \$ _____

If leased, financed or loan supply all
documents [Here](#)



COOPER'S
ACCOUNTING

Questions to ask accountant...

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