



SOUTH EAST ACCOUNTING

Suite 5, 24-26 Woods St
Beaconsfield Vic 3807
ph: (03) 8768 8788

Business Income Checklist – Individuals

Business Information	
Client Name	
Business Name	
ABN	
Business Address	
Business Industry	

Business Income & Expenses			
Item		Applicable (y/n)	Docs Attached /Amount
Income	Provide income details (\$)		
	Was more than 80% of this income derived from 1 customer? (e.g. were you contracting to a business)		
	Are you registered for GST. If yes, are your BAS returns up to date?		
Expenses	Attach a breakdown of expenses. (please provide a total of each line item. E.g. Telephone \$250 Materials \$500 Not just a total of all expenses.		
	Have you kept a vehicle logbook? If yes: <ul style="list-style-type: none"> • What business %? • Provide expense details If no: <ul style="list-style-type: none"> • how many KM did you travel 		
	Did you purchase any equipment?		
	Provide your prior years tax returns if not prepare by us (for depreciation details)		
	Other – Give details		

BUSINESS / TRADING NAME:.....

ABN:.....

GST REGISTERED:
YES/NO

INCOME

Contract Income	_____	
Other Income	_____	
Total Income	_____	_____

EXPENSES

Accounting Fees	_____	
Advertising & Promotion	_____	
Amortisation Expenses	_____	
Bank Fees & Charges	_____	
Bookkeeping Fees	_____	
Borrowing Expenses	_____	
Depreciation	_____	
Donations	_____	
Electricity & Gas	_____	
General Expenses	_____	
Home Office	_____	
Insurance	_____	
Licences & Permits	_____	
Loan Interest	_____	
Materials & Consumables	_____	
Motor Vehicle Expenses	_____	
* Fuel & Oil	_____	
* Insurance & Registration	_____	
* Repairs & Maintenance	_____	
* Hire Purchase/Chattel Mortgage Interest	_____	
Plant & Equipment Expenses	_____	
* Fuel & Oil	_____	
* Hire	_____	
* Repairs & Maintenance	_____	
Postage	_____	
Printing & Stationery	_____	
Protective Clothing	_____	
Rates & Land Taxes	_____	
Rent	_____	
Replacement Tools	_____	
Salaries & Wages - Employees	_____	
Staff Amenities & Training	_____	
Subcontractors	_____	
Subscriptions & Memberships	_____	
Superannuation - Employees	_____	
Telephone - Home Office	_____	
Telephone - Mobile	_____	
Union Fees	_____	
Waste Disposal	_____	
Workcover Insurance	_____	
_____	_____	
_____	_____	
_____	_____	
_____	_____	
_____	_____	
_____	_____	
_____	_____	
TOTAL EXPENSES	_____	_____
NET PROFIT/(LOSS)		_____