



## **SOUTH EAST ACCOUNTING**

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

### Business Income Checklist – Individuals

<b>Business Information</b>	
Client Name	
Business Name	
ABN	
Business Address	
Business Industry	

<b>Business Income &amp; Expenses</b>			
<b>Item</b>		<b>Applicable (y/n)</b>	<b>Docs Attached/ Amount</b>
<b>Income</b>	Please provide bank statements, excel or accounting software access showing business bookkeeping records (if applicable)		
	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?		
<b>Expenses</b>	Did you purchase any assets? (e.g. motor vehicles, equipment etc) please attach details.		
	Did you buy any motor vehicles or equipment on finance? If so, please provide finance documents and purchase contract		
	Provide your prior years tax returns if not prepare by us (for depreciation details)		
	Other – Give details		

**SUMMARY OF INCOME & EXPENSES – YEAR ENDED 30<sup>TH</sup> JUNE** \_\_\_\_\_

**ARE THE BELOW FIGURES GST INCLUSIVE? YES/NO**

\$

\$

**INCOME**

Sales/Contract Income

\_\_\_\_\_

Other Income

\_\_\_\_\_

Total Income

\_\_\_\_\_

**EXPENSES**

Accounting Fees

\_\_\_\_\_

Advertising & Promotion

\_\_\_\_\_

Bank Fees & Charges

\_\_\_\_\_

Bookkeeping Fees

\_\_\_\_\_

Borrowing Expenses

\_\_\_\_\_

Depreciation

\_\_\_\_\_

Donations

\_\_\_\_\_

Electricity & Gas

\_\_\_\_\_

Home Office

\_\_\_\_\_

Insurance

\_\_\_\_\_

Licences & Permits

\_\_\_\_\_

Materials & Consumables

\_\_\_\_\_

Motor Vehicle Expenses:

\* Fuel & Oil

\_\_\_\_\_

\* Insurance & Registration

\_\_\_\_\_

\* Repairs & Maintenance

\_\_\_\_\_

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 - Mobile

\_\_\_\_\_

Union Fees

\_\_\_\_\_

Waste Disposal

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Workcover Insurance

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TOTAL EXPENSES

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NET PROFIT/(LOSS)

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