

Small Business Checklist and Worksheet

Business name		
	Client name	
ABN		
Description of the business		
Business address		
	Year ended	
	GST registered?	
	Do you lodge BAS?	
Do you have subcontractors/employees?		

Total Income	
(Details B) operating expenses	
Accounting	
Advertising and promotion	
Bad debts written off	
Bank fees and charges	
Borrowing	
Commission	
Consultation fees	
Delivery	
Depreciation	
External labour costs	
Fencing	
Fertiliser	
Fodder and additives	
Fuel and oil	
Government charges	
Insurance premiums	
Interest - Australia only	
Interest - Overseas only	
Land degradation	
Lease	
Legal fees	
Materials and supplies	
Office expenses	
Packaging	

Pest and weed control	
Protective clothing	
Rates and taxes	
Rental	
Repairs and maintenance	
Royalty - Australia only	
Royalty - Overseas only	
Sprays and chemicals	
Superannuation	
Salary and Wages	
Workcover 1	
Motor vehicle schedule http://taxlink.com.au/wp-content/uploads/2020/06/MV-Statement-	
Mobile Phone http://taxlink.com.au/wp-content/uploads/2020/06/telephone-diary.pdf	
Home office http://taxlink.com.au/wp-content/uploads/2020/06/home-office-diary.pdf	
internet http://taxlink.com.au/wp-content/uploads/2020/06/internet-diary.pdf	
Total Expenses	
Net Profit	