

Small Business Checklist

Name: _____

\$

Income:

Opening Stock _____

Closing Stock _____

Expenses:

Advertising _____

Accountancy _____

Bank Fees _____

Borrowing Expenses _____

Cleaning & Rubbish Removal _____

Depreciation _____

Donations _____

Electricity _____

General Expenses _____

Hire of Equipment _____

Home Office Expenses _____

Insurance - Public Liability _____
 - Workcover _____
 - Sickness & Accident _____
 - Tools _____

Interest (inc. ATO) _____

Internet _____

Laundering _____

Licences & Registrations _____

Materials _____

Motor Vehicle Expenses _____

Postage & Stationery _____

Protective Clothing - Replacement _____
 - Laundry (\$150) _____

Rent _____

Repairs _____

Security _____

Subcontractors _____

Subscriptions _____

Sun Protection (Sunscreen, Hats, Etc) _____

Superannuation _____

Telephone - Home _____
 - Mobile _____

Travel to tax agent _____

Tools _____

Wages _____

Other Expenses (please list): _____

Turnover <\$75,000, benefit STS and eligible 25% entrepreneur's offset?

Circle Method for Motor Vehicle Expenses - Kilometres 1/3

Check Tax Portal for PAYG Instalments Paid

Losses carried forward from previous years? Including deferred

Plant, Equipment & Vehicles – any bought / sold?

Any debtors including bad debts or creditors for the year?

Has GST/BAS been reconciled?

Is education rebate applicable?

Does client have an up to date Will?

Log Book