

BUSINESS & OTHER INCOME WORKSHEET
FOR 2010/2011 _____ (Name Otherwise)

Client Name: _____

Description of main business activity: _____

Business Name: _____

ABN: _____

Business Address: _____

Did you sell any goods or services using the Internet? _____

Income

	\$
Gross payments where ABN not quoted	_____
Assessable govt industry payments	_____
Other business income	_____

Total business income _____

	\$
Less cost of goods sold:	_____
Opening stock:	_____
Add purchases	_____
Subtotal	_____
<u>Less</u> closing stock	_____
= COGS	_____

(_____)

Gross Trading Profit

Less Expenses

	Code	Amount	Evidence
Accounting	01		
Advertising & Promotion	02		
Bad Debts Written Off	03		
Bank Fees & Charges	04		
Borrowing Expenses	05		
Capital Works Deductions			
Cartage & Freight	06		
Cleaning & Rubbish Removal	07		
Commission	08		
Contract Payments	09		
Depreciation (include tax break amount)	10		
Donations	11		

Electricity & Gas	13		
Fuel & Oil	16		
Govt. Charges, Fees, Levies, Licences, etc.	17		
Hire & Rent of Plant/Equipment	18		
Home Office	19		
Insurance	20		
Interest	21		
Leasing	24		
Legal Fees	25		
Materials & Supplies	27		
Motor Vehicle Expenses – Set Rate	28		
Log Book	31		
Postage	33		
Printing & Stationery	34		
Protective Clothing	35		
Rates and Land Taxes	36		
Rent of Business Premises	37		
Repairs & Maintenance	38		
Replacement Tools	39		
Royalties	40		
Salaries & Wages	42		
Subscriptions	45		
Sundry Expenses	46		
Super Contributions	47		
Telephone	48		
Travel/Accommodation	49		
Deferred Prior Losses	53		
Small/Gen Business Tax Break	61		
Other Business Expenses (details)			
Total Expenses			
Net Income for this year			

For artists/writers/actors: If income is over \$2500, apply for income averaging (Other Attachments) and prepare worksheet for this:

Losses from previous year: _____

Total Net Income: _____

Net Income Loss: _____

Prepared by: _____ Date: _____

I hereby verify the above income and expenses

Signature of client _____

Revised 30/06/11