



Business Schedule Checklist

GENERAL

- Name of the Business
- Type of Business Activity
- Address of Business
- Did the business commence during the year?
- Did the business cease trading during the year?

BUSINESS INCOME

- Any income that is received, including:
 - Australian government industry payment
 - Diesel fuel rebate
 - Income where no ABN is quoted
 - Income – voluntary agreement
 - Income – labour hire payments
 - Foreign resident withholding income

BUSINESS EXPENSES

- Types of Business expenses:
 - Accountancy fees
 - Advertising & promotion
 - Bad debts to be written-off
 - Bank fees
 - Borrowing expenses
 - Cartage & freight
 - Cleaning & rubbish removal
 - Commission fees
 - Contract payments
 - Donations

- Drench, dip (primary production expense)
- Electricity
- Fodder (primary production expense)
- Foreign resident withholding expense
- Fuel & oil
- Government charges and fees
- Hire of plant & equipment
- Home office expenses
- Insurance premiums
- Interest expenses
- Legal fees
- Low cost assets
- Materials & supplies
- Motor vehicle expenses
 - Logbook
 - Estimate of kilometres
- Pest control
- Postage
- Printing & stationery
- Protective clothing
- Rates & land taxes
- Rent on land & buildings
- Repairs & maintenance
- Replacements
- Royalties
- Salaries & wages
- Seed (primary production expense)
- Subscriptions & publications
- Superannuation paid to employees
- Telephone expenses
- Travel & accommodation
- Veterinary expenses
- Sundry expenses

NEW ASSETS

- With regards to any assets purchased and used by the business:
 - Type of asset purchased
 - Value of asset purchased
 - Private usage, if any, of any assets purchased

PRIMARY PRODUCTION INCOME/EXPENSES

- Description of primary production goods being sold (i.e. Cattle, Horses, etc.)
- Value of Stock Sales made from primary production business
- Value of Stock Purchases made from primary production business
- Value of goods used for own use and/or employees benefits
- Value of Opening Stock and Closing Stock