

# INDIVIDUALS – ABN HOLDERS

## Are you prepared to do your taxes?

Here's a list of some of the things you may need to have ready!

### BUSINESS INCOME

- Retail or Wholesale Sales
- Professional Fees Received
- Contract Payments Received
- Income Where no ABN was Quoted
- Income – Voluntary Agreement
- Income – Labour Hire Payments

### EXPENSES

- Accounting fees
- Advertising & promotions
- Bank fees & charges
- Cleaning & rubbish removal
- Computer costs
- Contractor payments
- Courses, seminars & workshops
- Depreciation of fixed assets
- Donations
- Electricity (if renting another premises)
- Government charges & fees (e.g. ASIC)
- Hire or rent of plant & equipment
- Home office
  - Electricity
  - Gas
  - Insurance on contents
- Insurance premiums
- Interest paid
- Internet usage
- Materials & supplies
- Mobile & telephone costs
- Postage
- Printing & stationery ...

- Motor vehicle expenses
  - Fuel
  - Registration & Insurance
  - Repairs & Maintenance
- Professional registration fees
- Protective clothing
- Repairs & maintenance
- Subscriptions & publications
- Sun protection costs
- Tools & equipment
- Travel & accommodation
- All other items you may consider to be necessary that is directly related to your current work activities

**Any questions?**

**Call us on (08) 9248 8124**



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**WINNER**



### ABN HOLDERS & RECORD KEEPING

It is important to keep proper records of your business activities. If you are just getting started, begin by entering data into an Excel spreadsheet and categorise your income and expenses as listed below where necessary. If you have a more involved business, consider our bookkeeping services where we do it all for you! Each business is different so if you are unsure and seek proper record keeping advice, please contact us on (08) 9248 8124 to arrange a consultation.