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2020 Income Tax Return – Business Expense Worksheet

Business Expense Worksheet	
Business Name	
ABN	
Description	Amount
Purchases	
Expenses incurred for Materials & Supplies	
Advertising	
Expenses incurred for advertising while trying to increase sales	
Bank Fees	
Fees charged by banks for transactions regarding your	
accounts	
Cleaning	
Cleaning Expenses incurred for cleaning business property	
Consulting & Accounting	
Expenses relating to paying consultants	
Freight & Courier	
Expenses incurred on courier & freight costs	
General Expenses	
General expenses related to the running of the business	
Insurance	
Expenses incurred for insuring the business assets	
Interest Expense	
Any interest paid to ATO, Business bank account or	
Credit Card A/c's	
Legal Expenses Expenses incurred on any legal matters	
Light, Power & Heating	
Expenses incurred for lighting, powering or heating	
premises	

IMPORTANT REMINDERS: ATO STANCE

*Must have spent the money & have records to prove it! *Must be related to your work *Must not have been reimbursed

Office Expenses	
General expenses related to the running of the business	
office	
Printing & Stationery	
Expenses incurred by the entity as a result of printing &	
stationery	
Rent	
The payment to lease a building or area	
Repairs & Maintenance	
Expenses incurred on a damaged or run-down asset that	
will bring the asset back to it's original condition	
Wages & Salaries	
Payment to employees in exchange for their resources	
Superannuation	
Superannuation Contributions	
Subscriptions	
Magazines & Professional Bodies	
Telephone & Internet	
Expenditure incurred from any business-related phone	
calls, phone line or internet	
Tools & Equipment Under \$1,000	
Expenditure incurred on individual tools or equipment less	
than \$1,000 in value	
Travel - National	
Expenses incurred from domestic travel which has a	
business purpose	
Workcover	
Premiums paid to Workcover	
Please list any assets (Value >\$1,000) purchased during	g the year inc. motor vehicle, office
equipment or plant & machinery Date Description	Amount
Date Description	Amount
CLIENT NOTES	

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