



## 2020 Income Tax Return – Business Expense Worksheet

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

### 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

