BAS INCOME & EXPENSES CHECKLIST

YEAR _____

TAX ON TIME
ACCOUNTANTS

Income	QTR 1 Sep	QTR 2 Dec	QTR 3 Mar	QTR 4 Jun	GST	Net Total
GST Inclusive						

Other Income

						Net Total

Less Expenses

Advertising						
Accounting Fees						
Bank Charges						
Books/Journals/Subscriptions						
Computer Supplies						
Courses						
Donations						
Equipment & Purchases						
Hire						
Home & Office						
Insurance - Public Liability						
Insurance - Other						
Interest						
Laundry						
Power & Light						
Postage & Stationery						
Protective Clothing						
Sun Protection						
Water						
Purchases/Materials						
Removal of Rubbish						
Replacement Tools						
Wages						
PAYG						
Sub-Contractors						
Superannuation - Self						
Superannuation - Employees						
Telephone - Home/Fax						
Telephone - Mobile						
Telephone - Office						
Telephone - Internet						
Training & Education						
Travel						

Motor Vehicle Expenses

Fuel & Oil						
Repairs & Maintenance						
Registration						
Insurance						
Other						
Road Side Assist						
Tolls						
Less Private Use:						

Additional Expenses

TOTALS						