

## Business Activity Statement (BAS) checklist

### Income & Expenses

- Evidence of income received – see notes below (bank statements and/or invoices)
- Documentation for business related expenses (E.g. bank statements are sufficient)
  - Motor vehicle
    - Fuel
    - Repairs
    - Insurance
    - Registration
    - RACQ membership
    - Purchase tax invoice
    - Finance contract
    - Tolls & parking
  - Materials & supplies
  - Internet
  - Mobile
  - Home phone
  - Accounting
  - Advertising
  - Bank fees
  - Freight & postage
  - Cleaning, dump fees, rubbish removal
  - Commissions paid
  - Contractor payments - include ABN, phone, address
  - Donations
  - Tools & equipment purchases & sales
  - Electricity – working from home
  - Equipment hire
  - Insurances
    - Professional indemnity & public liability
    - Income protection
    - Business
  - Interest paid on bank accounts & credit cards
  - Repairs & maintenance
  - Postage
  - Printing & stationery
  - Rent
  - Employee wages
  - Superannuation
  - Work related overnight travel – meals & accommodation
  - Any other business related expenses
- Trusts & companies – please provide all bank statements (including loan & credit card) for full financial year - 01 July to 30 June.

Our preference is for businesses to use software. There are many software options available which vary in price from \$20/month to \$100/month depending on your requirements. We support Xero, Sage One, Intuit Quickbooks, and the various MYOB products. Please contact us regarding your software requirements and we may be able to suggest an appropriate option.

Our aim is to keep our fees affordable for you, please use a separate business bank account to your personal bank account for all business income and expenses. Rather than pay private expenses from your business account, transfer lump sums to your private account and pay your private expenses from your private account. It will save us time and save you bookkeeping fees if we don't have to key in and reconcile your private expenses.