

2025 BUSINESS INCOME AND EXPENSES WORKSHEET - SOLE TRADERS

BUSINESS DETAILS			
Business Activity			
Business Name			
Business Address			
Are you registered for GST	Yes / No		
If yes, are the amounts below including or excluding of GST (Excluding GST preferred)	Including GST	Excluding GST	N/A
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

INCOME	
Gross receipts	
Fuel Tax Credits	
Rebates/Refunds	
Other:	
Sale of Assets	
Note: Advise asset sold and date	

EXPENSES	
Opening Stock	
Purchases of stock, materials	
Closing Stock	
Contractor/Sub-Contractor	
Accounting	
Apps or Computer Programs/Software	
Books & Journals	
Computer Supplies	
Internet	
Interest on Finance	
Motor Vehicle (refer to schedule)	
Postage	
Professional Memberships	
Salaries & Wages	
Seminars, Courses, Conferences	
Staff Amenities	
Stationery	
Subscriptions	
Sun Protection (If working prolonged periods outside)	
Superannuation for staff	
Telephone	
Tools (under \$300 each)	
Union Fees	
Travel	
Tolls	
Parking	
Accommodation	

Taxis/Uber/Ride Share	
Airfares	
Public Transport	
Uniforms/Protective Clothing	
Clothing	
Protective Footwear	
Laundry (\$1 per load or .50c for mixed loads) Max \$150	
Office/Workshop Running Costs (Not primary residence)	
Light & Power	
Rent	

Equipment/Tools (over \$300) Please provide copy of invoice	Business Use %	Date Purchased	Cost

I confirm that the above is true and correct and I have the substantiation documentation to support the information provided.

Name: _____

Signature: _____

Date: _____