

BUSINESS SCHEDULE WORKSHEET	
	Sales
	Other Income
	Cost of Sales – Appendix 1

01	Accounting fees	
02	Advertising & promotions	
04	Bank fees & charges (excl interest)	
05	Borrowing costs	
07	Cleaning & rubbish removal	
08	Commission paid	
09	Contract payments (incl subcontractors)	
53	Deferred prior losses	
10	Depreciation of fixed assets (excl motor vehicles)	
11	Donations	
13	Electricity	
17	Government charges & fees	
18	Hire or Rent of plant & equipment	
19	Home office – Appendix 2	
20	Insurance premiums (excl motor vehicles)	
21	Interest paid (excl motor vehicles)	
25	Legal fees	
27	Materials & supplies	
28	Motor vehicle expenses – Appendix 3	
33	Postage	
34	Printing & stationery	
35	Protective clothing & uniforms	
37	Rent of Land & buildings	
38	Repairs & maintenance	
39	Replacement of loose tools	
42	Salaries & wages	
45	Subscriptions & publications	
47	Superannuation	
48	Telephone (Landline & Mobile)	
49	Travel & accommodation	
46	Sundry expenses – Appendix 4	

APPENDIX – 1

COST OF SALES	
Stock at beginning of year	
Purchases	
SubTotal	
<u>Deduct</u> : Stock at end of year	
TOTAL COST OF SALES	

APPENDIX – 2

HOME OFFICE EXPENSES	
Electricity	
Gas	
Insurance on contents	
Water usage	
SubTotal	
<u>Deduct</u> : % for private use	
TOTAL OF HOME OFFICE	

APPENDIX – 3

MOTOR VEHICLE EXPENSES	
Depreciation	
Finance charges	
Fuel & oil	
Insurance	
Registration	
Repairs & maintenance	
SubTotal	
<u>Deduct</u> : % for private use	
TOTAL OF MOTOR VEHICLE	

APPENDIX – 4

SUNDRY EXPENSES	
TOTAL OF SUNDRY EXPENSES	