



Business Checklist

1	Accounting Fees	17	Legal fees
2	Advertising and promotion	18	Repairs and maintenance
3	Bank fees and charges	19	Motor vehicle expenses (set rate per km or logbook method)
4	Borrowing expenses	20	Materials and supplies
5	Cartage and freight	21	Printing, postage and stationery
6	Cleaning and rubbish removal	22	Protective clothing
7	Commission	23	Rates and land taxes
8	Contract payments	24	Rent on land or buildings
9	Donations	25	Replacements (tools etc)
10	Electricity	26	Royalties
11	Government charges and other fees	27	Salaries and wages
12	Hire or rent of plant and equipment	28	Subscriptions and publications
13	Home office expenses	29	Superannuation
14	Insurance premiums	30	Telephone and internet
15	Interest	31	Travel and accommodation
16	Lease payments		