

Business Schedule

Business Name	<input type="text"/>
Business Address	<input type="text"/>
Nature of Business	<input type="text"/>

Income

Total Sales	<input type="text"/>
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Stock

Opening stock	<input type="text"/>
Stock purchases	<input type="text"/>
Closing stock	<input type="text"/>

Expenses

Accounting	<input type="text"/>
Advertising	<input type="text"/>
Bad debts	<input type="text"/>
Bank fees	<input type="text"/>
Bookkeeping fees	<input type="text"/>
Cleaning/rubbish removal	<input type="text"/>
Commissions	<input type="text"/>
Computer expenses	<input type="text"/>
Conferences	<input type="text"/>
Consultants fees	<input type="text"/>
Debt collection	<input type="text"/>
Donations	<input type="text"/>
Electricity	<input type="text"/>
Entertainment	<input type="text"/>
Fees & charges	<input type="text"/>
Fines	<input type="text"/>
Freight paid	<input type="text"/>
Hire/rent of equipment	<input type="text"/>
Insurance	<input type="text"/>
Interest	<input type="text"/>
Journals & periodicals	<input type="text"/>
Lease payments	<input type="text"/>
Legal fees	<input type="text"/>
Materials & supplies	<input type="text"/>
MV expenses	<input type="text"/>
MV interest	<input type="text"/>
MV lease	<input type="text"/>
Office supplies	<input type="text"/>
Postage	<input type="text"/>
Printing & stationery	<input type="text"/>
Protective clothing	<input type="text"/>
Reimbursable expenses	<input type="text"/>
Rent	<input type="text"/>
Repairs & maintenance	<input type="text"/>
Replacement (tools etc)	<input type="text"/>

Searches & Plans	
Security	
Software	
Staff amenities	
Staff gifts	
Staff training	
Subscriptions & memberships	
Subcontractors	
Sundry expenses	
Superannuation	
Telephone	
Travel & accommodation	
Wages	

Other

Total expenses (excluding stock purchases)

Asset purchases

TIP: *If you have purchased a motor vehicle during the year, please provide us with the following:*

- i. Copy of motor vehicle purchase contract
- ii. Copy of motor vehicle finance contract