



**Flourishing Figures**  
incorporating  
**Mick Mahoney & Associates**  
ABN: 38 618 104 840

1300 865 624 | [info@ff.tax](mailto:info@ff.tax)  
[flourishingfigures.com.au](http://flourishingfigures.com.au)

# Sole Trader Checklist

Full Name: \_\_\_\_\_ Business Name: \_\_\_\_\_

Business Name: \_\_\_\_\_

ABN: \_\_\_\_\_ GST Registered? Y/N \_\_\_\_\_

Industry: \_\_\_\_\_

## All figures should be excluding GST

Sales Income \$ \_\_\_\_\_

Other Income \$ \_\_\_\_\_ Description \_\_\_\_\_

Other Income \$ \_\_\_\_\_ Description \_\_\_\_\_

Interest Received \$ \_\_\_\_\_

Assets sold? If yes, copy of invoice

(Live) Stock on Hand at July 1 \$ \_\_\_\_\_

(Live) Stock Purchases \$ \_\_\_\_\_

(Live) Stock on Hand at June 30 \$ \_\_\_\_\_

Accountant \$ \_\_\_\_\_

Advertising \$ \_\_\_\_\_

Bank Fees \$ \_\_\_\_\_

Bookkeeping \$ \_\_\_\_\_

Cleaning & Laundry \$ \_\_\_\_\_

Computer Expenses \$ \_\_\_\_\_

Donations \$ \_\_\_\_\_

Hire Equipment \$ \_\_\_\_\_

Insurance \$ \_\_\_\_\_

Interest Paid \$ \_\_\_\_\_

Internet \$ \_\_\_\_\_

Electricity & Gas \$ \_\_\_\_\_

Merchant Fees \$ \_\_\_\_\_

Materials & Supplies \$ \_\_\_\_\_

Office Expenses \$ \_\_\_\_\_

Protective Clothing \$ \_\_\_\_\_

Rent \$ \_\_\_\_\_

Rates \$ \_\_\_\_\_

Repairs \$ \_\_\_\_\_

Rubbish Removal \$ \_\_\_\_\_

Liability limited by a scheme approved under Professional Standards Legislation  
Chartered Accountant & Registered Tax Agent

**Cowes** 1/74 Chapel St / PO Box 861, Cowes Vic 3922  
**Lang Lang** 1 Cambridge St / PO Box 42, Lang Lang Vic 3984  
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Subscriptions & Memberships \$ \_\_\_\_\_

Telephone/ Mobile \$ \_\_\_\_\_ Business Use% \_\_\_\_\_

Training \$ \_\_\_\_\_

Tools & Equipment\* \$ \_\_\_\_\_

\*If an item is over \$300, please give us a copy of the invoice

Travel Expenses \$ \_\_\_\_\_

Website \$ \_\_\_\_\_

Other Expenses \$ \_\_\_\_\_ Description \_\_\_\_\_

Other Expenses \$ \_\_\_\_\_ Description \_\_\_\_\_

Other Expenses \$ \_\_\_\_\_ Description \_\_\_\_\_

### Motor Vehicle

Logbook % \_\_\_\_\_

Make/ Model/ Rego \_\_\_\_\_

Copy of Purchase Invoice \_\_\_\_\_

Copy of Finance Documents (if applicable)

Fuel \$ \_\_\_\_\_

Services/ Tyres/ Repairs \$ \_\_\_\_\_

Insurance \$ \_\_\_\_\_

Rego \$ \_\_\_\_\_

Lease \$ \_\_\_\_\_

Toll \$ \_\_\_\_\_

Car Wash \$ \_\_\_\_\_

Other \$ \_\_\_\_\_

Or kms Travelled (max 5,000 kms) \_\_\_\_\_

Sub-contractors \$ \_\_\_\_\_ Does your industry require you to complete a Taxable Payments/ Annual Report (TPAR)? If yes, we need to see a copy or provide details for us to complete

Wages \$ \_\_\_\_\_ Have you logged these through STP? Y / N

Superannuation \$ \_\_\_\_\_

Work Cover Insurance \$ \_\_\_\_\_ plus copy of Rebateable Remuneration

If you have livestock, we need to know the type (ie. Cattle) and # head: \_\_\_\_\_

Sold \_\_\_\_\_ Purchased \_\_\_\_\_ Births \_\_\_\_\_ Deaths \_\_\_\_\_ # Head @ July 1 \_\_\_\_\_ # Head @ June 30 \_\_\_\_\_

Average hours worked at home, per week: \_\_\_\_\_

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