

<b>Expenses For 1/7/2018 – 30/6/2019</b>		<input checked="" type="checkbox"/>
Materials & Supplies	Any goods that you had to buy to produce what you sell to you customers.	
Motor Vehicle Costs	Every time you use your vehicle for work – either Kms or logbook and receipts for costs	
Tools & Equipment	Bigger ticket items that last over time	
Stationery	Any stationery items you used in doing your work	
Fees	Police clearance costs, licences or registrations you had to pay for yourself or your business	
Telephone	The cost of for the phone you use to run your business with.	
Accounting	Any accounting bills you paid in the year, including to get your Abn or register your business name	
Advertising	Costs paid to promote your business	
Course & Training	Any education/training paid for in the year	
Insurance	Income protection or public liability	
Protective Clothing	Work boots or non slip shoes you need to be able to work safely. Any clothing that is High Viz. Not plain clothes	
Uniforms	Any uniform items you purchased that have a logo on them	
Travel expenses	If you go away overnight for your work the costs of accommodation & food while away	

### •New asset purchases:

Receipts or invoice for each showing description date and cost of each item you use for your work, e.g. tools, equipment, computers

### •Receipts Total for Year:

- The total amount that you were paid for from 1/7/2018 to 30/6/2019, it is the total that you received payment for that gets included.
- Plus please bring your invoice book or bank statements in case we need to check anything.