

Interior Designer Tax Checklist

Ten checks for your studio

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Work through these across the year, not in April.
Earned or still owed is the call that drives the rest.

- ☐ **1 Deposits deferred**
Held as a liability until the work is delivered.
- ☐ **2 Agency position set**
Agent or principal stated in the client agreement.
- ☐ **3 Discounts reported**
Trade discounts recorded as income, not netted.
- ☐ **4 Costs coded to projects**
Every purchase attached to the job it serves.
- ☐ **5 Threshold tracked**
Revenue measured across four rolling quarters.
- ☐ **6 Equipment classified**
Technology assigned to the right CCA class.
- ☐ **7 Pay mix reviewed**
Salary against dividends tested each year.
- ☐ **8 Family wages supported**
Timesheets and job descriptions on file.
- ☐ **9 Shareholder loan watched**
Balance reviewed quarterly, not at year end.
- ☐ **10 Records retained**
Six years from the filing date.

PRO TIP

A client deposit is not revenue until you deliver the work.
Recognising it early inflates one year and empties the next.

What happens next

- 1** Project reviewed
- 2** Flat fee quoted
- 3** Return filed

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