



**Five Oaks Financial Services**  
*"Mapping your road to financial freedom for over 30 years.."*

**Business Worksheet**

Month                     

Year     20    

**INCOME**

Gross receipts or sales (Amount you received)

**TOTAL INCOME** \$ -

**ADVERTISING**

Website

Preferred Customer Mailing

Business Cards

Greeting or Birthday Cards

Newspaper Ads

Purchased Ads ie..Phone book

**TOTAL ADVERTISING** \$ -

**COMMISSIONS/FEEES**

Career Conf/Seminar Registration Fees

Training fees/ Self improvement fees

Credit card processing fees

Bank service fees

**TOTAL COMMISSIONS/FEEES** \$ -

**CONTRACT LABOR \***

Workers paid with no tax withheld

**TOTAL CONTRACT LABOR** \$ -

**INSURANCE**

Insurance on business property ( not your home)

**TOTAL INSURANCE** \$ -

**INTEREST**

Business Credit Card interest paid

Interest on business loans

Mortgage interest on business property ( not home)

**TOTAL INTEREST** \$ -

**LEGAL / PROFESSIONAL SERVICES**

Accountants/ Advisors

Attorneys related to business

Hired company fees ie..newsletter creator

**TOTAL LEGAL/PROFESSIONAL** \$ -

**OFFICE EXPENSES (include tax)**

Pens,paper,staples, etc...

Postage, freight for customers

Printing, copies, faxes

Product packaging, ribbon, bags, etc

**TOTAL OFFICE EXPENSES** \$ -

**RENT/LEASE BUSINESS PROPERTY**

Copier, fax, stamp machine lease

Business property lease (not home)

Meeting space rental

**TOTAL RENT/LEASE** \$ -

**REPAIR/ MAINTENANCE BUSINESS PROPERTY**

Business equipment repair (copier, etc.)

Office maintenance or repair (paint, etc)

**TOTAL REPAIR/MAINTENANCE** \$ -

**SUPPLIES (include tax)**

Misc supplies

**TOTAL SUPPLIES** \$ -

**TAX/LICENSES**

State, City or Local licenses

**TOTAL TAX/LICENSE** \$ -

**TRAVEL**

Transportation (gas, air ticket, etc)

Hotel

Meals

Entertainment

**TOTAL TRAVEL/ENTERTAINMENT** \$ -

**DIRECT UTILITIES**

Internet monthly service fee

Separate business phone or cell phone monthly fee

Utilities on business property (not home)

**TOTAL DIRECT UTILITIES** \$ -



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**Business Worksheet**

**WAGES**

Office assistant


Other direct office wages

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**TOTAL WAGES**

\$ -
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**BAD DEBTS**

Keep backup of name, type of debt, and what you did to try to collect.


**TOTAL BAD DEBTS**

\$ -
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**DUES/ PUBLICATIONS**

Publications/Magazines/newspapers


Order forms

--

Club dues ie..Chamber of Commerce

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**TOTAL DUES/PUBLICATIONS**

\$ -
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**COST OF GOODS SOLD**

Purchases (Your Cost)


Freight/ Shipping for product purchases

--

Returns and allowances (Your Cost)

--

Items withdrawn for personal use (Your Cost)

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**TOTAL COST OF GOODS SOLD**

\$ -
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**INVENTORY**

Inventory at beginning of year (Your Cost)

\$ -
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Ending Inventory (Your Cost)

\$ -
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**HOME OFFICE**

Mortgage interest


Real estate taxes

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Home Insurance

--

Total home repairs or maintenance (include lawn)

--

Home Improvements (new roof, room addition)

--

Housekeeper (if for total home)

--

Rent / Lease

--

Electric (indirect utilities)

--

Water/ Trash (indirect utilities)

--

Gas (indirect utilities)

--

Other utilities (not phone or cable)

--

**TOTAL HOME OFFICE EXPENSES**

\$ -
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**VEHICLE**

Miles for business use

--

Miles for personal use

--

Vehicle insurance

--

tolls

--

gas/oil

--

tires

--

repairs

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**TOTAL MILES ON VEHICLE**

0
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**TOTAL VEHICLE EXPENSES**

\$ -
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\* A Form 1099-MISC must be issued for any wages/services above \$600. Contact our office for further details.