

## 20\_\_ Small Business Data Sheet

**If you have a computer printout or hand written journal, please submit that in lieu of filling out this sheet**

|                     |                         |
|---------------------|-------------------------|
| Business Name _____ | Federal ID # _____      |
| Address _____       | Business Activity _____ |

### Income

|              |          |              |          |
|--------------|----------|--------------|----------|
| Sales        | \$ _____ | Commissions  | \$ _____ |
| Misc. Income | \$ _____ | Other: _____ | \$ _____ |

### Cost of Sales

|  |          |                                  |          |
|--|----------|----------------------------------|----------|
| Beginning Inventory (should be the same as Previous year's ending inventory) | \$ _____ | Merchandise purchased for resale | \$ _____ |
| Ending inventory   | \$ _____ | Other costs: _____               | \$ _____ |

### Expenses

|  |          |                                |          |                                       |          |
|--|----------|--------------------------------|----------|---------------------------------------|----------|
| Advertising                              | \$ _____ | Repairs                        | \$ _____ | Bank charges                          | \$ _____ |
| Commissions paid out                     | \$ _____ | Supplies-operating             | \$ _____ | Cellular phone                        | \$ _____ |
| Insurance (other than Auto or residence) | \$ _____ | License/permits                | \$ _____ | Dues & Subscriptions                  | \$ _____ |
| Interest (business loan)                 | \$ _____ | Payroll taxes (employer Share) | \$ _____ | Telephone (if separate business line) | \$ _____ |
| Legal & professional service             | \$ _____ | Travel & entertainment:        |          | Telephone long distance               | \$ _____ |
| Office supplies & expense                | \$ _____ | Meals only                     | \$ _____ | Wages                                 | \$ _____ |
| Rent: Buildings etc.                     | \$ _____ | Other than meals               | \$ _____ | Other expenses:                       | \$ _____ |
| Rent: Equipment                          | \$ _____ | Utilities                      | \$ _____ |                                       | \$ _____ |

### Mileage Method:

| <u>Vehicle Mileage Information</u> | <u>Vehicle #1</u> | <u>Vehicle #2</u> |
|------------------------------------|-------------------|-------------------|
| Vehicle Description                | _____             | _____             |
| Total Miles Driven                 | _____             | _____             |
| Business Miles Driven              | _____             | _____             |
| Commuting Miles per Year           | _____             | _____             |
| Interest                           | \$ _____          | \$ _____          |

### Actual Expense Method

(no need to complete if using Mileage Method)

|                 | <u>Vehicle #1</u> | <u>Vehicle #2</u> |
|-----------------|-------------------|-------------------|
| Gas & Oil       | \$ _____          | \$ _____          |
| Insurance       | \$ _____          | \$ _____          |
| License         | \$ _____          | \$ _____          |
| Tires & Repairs | \$ _____          | \$ _____          |
| Lease Payments  | \$ _____          | \$ _____          |

### Equipment & Vehicles Purchased or Sold

| <u>Description</u> | <u>Purchase</u><br>(Please check one) | <u>Sold</u> | <u>Date</u> | <u>Amount</u> |
|--------------------|---------------------------------------|-------------|-------------|---------------|
| _____              | _____                                 | _____       | _____       | \$ _____      |
| _____              | _____                                 | _____       | _____       | \$ _____      |
| _____              | _____                                 | _____       | _____       | \$ _____      |