


SMALL BUSINESS INCOME/EXPENSE WORKSHEET

Total Income Received:

Cash	
Credit Cards	
Checks	
Refunds	
Other	

Expense Totals (per category):

Accounting Fees	
Advertising	
Auto Expenses	
Auto Mileage (in miles)	
Bank Fees	
Consulting Fees	
Collection Fees	
Delivery/Freight Fees	
Discounts	
Dues/Subscriptions	
Education/Training	
Employee Benefits	
Entertainment	
Equipment rentals	
Equipment purchases	
Fuel	
Gifts	
Independent Contractors	
Insurance - General	
Insurance - Health	
Insurance - Liability	
Insurance - Workers Comp	
Interest expense	

 Continued on back

Internet	
Janitorial/Cleaning	
Laundry	
Legal/Professional	
Licenses	
Meals - Clients	
Meals - Employees	
Office	
Parking fees	
Payroll processing fees	
Payroll wages paid	
Permits/fees	
Phone	
Postage fees	
Printing fees	
Recruiting	
Rent	
Repairs/Maintenance	
Retirement Funding	
Security	
Software fees	
Supplies	
Taxes	
Tools	
Travel	
Utilities	
Waste removal	
Other deductions (list out)	