

WHAT EXPENSES TO TRACK ALL YEAR LONG (IF YOU ARE A BUSINESS OWNER)

Business gifts & promotions

Insurance Expenses

Transportation Expenses

Bank Service Charges

Postage & Mailing Costs

Business Meals & Entertainment

Donations

Advertising Costs

Membership Fees

Office supply expenses

Software Programs

Internet Costs

Telephone Charges

Some or All Utility Bills

Continuing Education Costs

Business Travel Expenses