|  |  |  |
| --- | --- | --- |
|  | ***AMOUNT*** | ***DESCRIPTION*** |
| **INCOME:** GROSS RECEIPTS AND SALES | $ |  |
|  RETURNS AND REFUNDS | $ |  |
|  OTHER | $ |  |
|  OTHER | $ |  |
| **INVENTORY AND MERCHANDISE EXPENSES (RETAIL SALES)**  |
| COST OF INVENTORY AT THE BEGINNING OF YEAR | **$** |  |
| COST OF MERCHANDISE PURCHASED | **$** |  |
| COST OF ITMS FOR PERSONAL USE | **$** |  |
| COST OF INVENTORY AT THE END OF THE YEAR | **$** |  |
| **ADVERTISING** | **$** |  |
| **BANK CHARGES** | **$** |  |
| **BOOKS AND PUBLICATIONS** | **$** |  |
| **HEALTH INSURANCE** (SEE MEDICAL EXPENSE SECTION) | **$** |  |
| I**NSURANCE** (BUILDING) | **$** |  |
| **INTEREST:** MORTGAGE PAID TO BANKS | **$** |  |
|  OTHER | **$** |  |
| **INTERNET** | **$** |  |
| **PAYROLL** (PROVIDE ALL PAYROLL REPORTS) | **$** |  |
|  WAGES PAID | **$** |  |
|  COMMISION PAID | **$** |  |
|  CONTRACT LABOR | **$** |  |
| **PROFESSINAL DUES AND MEMBERSHIPS** | **$** |  |
| **PROFESSIONAL LICENSES** | **$** |  |
| **POSTAGE AND DELIVERY** | **$** |  |
| **LEGAL AND PROFESSIONAL SERVICES** | **$** |  |
| **RENT OR LEASE: MACHINERY/EQUIPMENT** | **$** |  |
| **RENT OR LEASE: OFFICE SPACE, STORAGE, ETC** | **$** |  |
| **REPAIRS** | **$** |  |
| **RETIREMENT ACCOUNT CONTRIBUTIONS** | **$** |  |
|  DEDUCTIBLE | **$** |  |
|  NONDEDUCTIBLE | **$** |  |
| **SUPPLIES:** OFFICE | **$** |  |
|  OTHER SUPPLIES | **$** |  |
| **TAXES:** SALES | **$** |  |
|  PROPERTY | **$** |  |
|  OTHER | **$** |  |
| **TELEPHONE**: HOME | **$** |  |
|  OFFICE | **$** |  |
|  CELL | **$** |  |
| **UTILITIES**: GAS | **$** |  |
|  WATER | **$** |  |
|  ELECTRIC | **$** |  |
| **EDUCATION AND SEMINARS** | **$** |  |
| **BUSINESS MEALS AND ENTERTAINMENT** | **$** |  |
| **BUSINESS GIFTS**  $25 PER PERSON PER YEAR | $ |  |
| ***BUSINESS EQUIPMENT PURCHASED FOR THE YEAR*** |
|  **EQUIPMENT** | **COST $$** | **DATE PURCHASED** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

**HOME OFFICE**

|  |  |
| --- | --- |
| **TOTAL SQUARE FOOTAGE OF YOUR HOME** |  |
| **SQUARE FEET OF OFFICE** |  |
| **RENT**  | **$** |
| **UTILITIES: *GAS*** | **$** |
|  ***WATER*** | **$** |
|  ***ELECTRIC*** | **$** |
| **GENERAL HOME MAINTENANCE & REPAIRS** | **$** |
| **OTHER** | **$** |
| **OTHER** | **$** |
| **OTHER** | **$** |

|  |  |
| --- | --- |
| **MISCELLANEOUS EXPENSES (LIST THE NAME)** | **AMOUNT PAID $$$** |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |

**AUTO EXPENSES 1**

VEHICLE YEAR MAKE AND MODEL\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

TOTAL MILEAGE ON VEHICLE\_\_\_\_\_\_\_\_\_\_\_\_\_\_ BUSINESS MILEAGE TOTAL\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

* INSURANCE\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* REPAIRS\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* BUSINESS MILEAGE\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* OIL CHANGES\_\_\_\_\_\_\_\_\_\_\_\_
* TIRES\_\_\_\_\_\_\_\_\_\_\_\_\_
* LICENSE\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* RENTAL FEES\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* TOLLS\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* CAR RENTAL\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**AUTO EXPENSES 2**

VEHICLE YEAR MAKE AND MODEL\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

TOTAL MILEAGE ON VEHICLE\_\_\_\_\_\_\_\_\_\_\_\_\_\_ BUSINESS MILEAGE TOTAL\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

* INSURANCE\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* REPAIRS\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* BUSINESS MILEAGE\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* OIL CHANGES\_\_\_\_\_\_\_\_\_\_\_\_
* TIRES\_\_\_\_\_\_\_\_\_\_\_\_\_
* LICENSE\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* RENTAL FEES\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* TOLLS\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* CAR RENTAL\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_