

BUSINESS INCOME / EXPENSE WORKSHEET

Do you need to register your business with the state? Do you need a Tax ID? Did you collect sales tax?

Business Name/EIN:

Total Income / Sales:

INVENTORY

New Inventory Purchases *(at your cost, not retail)*

Ending Inventory *(amount left on hand at the end of the yr)*

Category

Description

Amounts

HOME OFFICE

EXAMPLE: Advertising

Facebook Ads and Fliers

\$1,500

Square ft Office:

Accounting Fees

Amounts

Advertising/ Marketing

Rent

Bank Fees

Mortgage Interests

Gifts *(under \$25)*

Insurance

Business Insurance

Repairs

Business Meals

Utilities

Cell Phone

Supplies

Commissions and Fees

Other

Contract Labor

Electronics

VEHICLE EXPENSES

Equipment / Machinery

Year and Model:

Furniture

Amounts

Interests

Business Miles

Job Related Education

Fuel

Legal fees

Car insurance

Meetings / Seminars

Repairs

Memberships

Parking

Office Expenses

Tolls

Payroll Expenses

Others

Postage/ Shipping

Professional Services

Rent

PERSONAL EXPENSES

Repairs

Medical Expenses

Software and Apps

Dental Expenses

Subscriptions

Vision

Supplies

Charities / Donations

Training

Child care *(under 12)*

Travel

Utilities

Website