

BUSINESS NAME:

YEAR:

Income Statement

Income	Total
Gross Revenue/Sales on 1099s	
Returns, Refunds, Chargebacks	
Beginning Inventory	
Purchases	
Ending Inventory	
Material	
Subcontractors	
Payroll	
Wages - Officers / Owners	
Wages - Employees	
Payroll Tax Expense	
Benefits Expenses	
401K / SEP Employer Contribution	
HRA Employer Reimbursement	
HSA Employer Contribution	

Major Equip. & "Other" Expenses	

Notes/Comments:

Operating Expenses	Total
Accounting, Legal, Professional	
Advertising, Marketing	
Auto Expense (See Tab 2 - non A/P)	
Bank Fees	
Charitable Contributions	
Client Gifts	
Commissions, Fees	
Continuing Education, Conferences	
Dues, Subscriptions, Publications	
Entertainment	
Equipment Rental	
Insurance - Disability/FPL	
Insurance - Employee health	
Insurance - Liability	
Insurance - other	
Insurance - Owner health	
Insurance - Workers Comp	
Interest Expense	
Internet, Webhosting	
License, Fees	
Meals	
Memberships	
Office Expense	
Parking, Tolls	
Postage, Shipping	
Publications	
Rent (no home office)	
Repairs and Maintenance	
Small Equipment (under \$2,500)	
Supplies	
Taxes (sales tax, franchise tax)	
Telephone, Cell Phone (non A/P)	
Tools	
Travel - Airfare & Lodging	
Utilities (non A/P)	
Work Clothes	

Auto Expense Summary - Non Accountable Plan

Auto 1	
Make / Model	
Purchase Price	
Purchase Date	
Total Miles Driven	
Total Business Miles	
Fuel	
Insurance	
Repairs & Maintenance	
Lease Payment	
Interest Paid on Auto Loan	
Auto 3	
Make / Model	
Purchase Price	
Purchase Date	
Total Miles Driven	
Total Business Miles	
Fuel	
Insurance	
Repairs & Maintenance	
Lease Payment	
Interest Paid on Auto Loan	

Auto 2	
Make / Model	
Purchase Price	
Purchase Date	
Total Miles Driven	
Total Business Miles	
Fuel	
Insurance	
Repairs & Maintenance	
Lease Payment	
Interest Paid on Auto Loan	
Auto 4	
Make / Model	
Purchase Price	
Purchase Date	
Total Miles Driven	
Total Business Miles	
Fuel	
Insurance	
Repairs & Maintenance	
Lease Payment	
Interest Paid on Auto Loan	