

Business Name _____

2024 Business Income and Expense Statement

(Do not comingle personal income and expenses)

Business Income: _____

This amount should only be income from **customers/clients**

(it should not include loans, refunds, rewards, credits, owner's investment, etc.)

Other Business Income: _____

(Such as grants)

Business Expenses

8) Advertising/Marketing: _____

11) Contract Labor: _____

15) Business Insurance: _____

16) Interest Paid: _____

17) Legal and Professional Services: _____

18) Office/ Supplies Expenses: _____

20) Rent/Office/ Storage Space: _____

21) Shop Repairs: _____

22) Supplies: _____

23) Taxes/ Licenses/ Permits: _____

24) Business Travel (No Entertainment): _____

Business Meals: _____

25) Utilities: _____

26) Wages: _____

27) Other Business Expenses: _____

Business Name_____

Vehicle Expenses

Description of Vehicle: _____

11) Date Placed in Service: _____

12) Total Miles for 2024: _____

13) Business Miles for 2024: _____

14) Percent of Business Use: _____

23) Gas/Fuel/Repairs/ Insurance: _____

Vehicle Registration: _____

Other Vehicle Expenses: _____

30) Vehicle Purchase Price: _____

Home Office Expenses

1) Area Used Sq Ft: _____

2) Total Area of Home Sq Ft: _____

7) Business Percentage: _____

10) Mortgage Interest: _____

11) Real Estate Taxes: _____

18) Insurance: _____

19) Rent: _____

20) Repairs and Maintenance: _____

21) Utilities: _____

22) Other Expenses: _____