Business Income/Expenses and Equity

Name

Tax Year

Revenue

Gross Sales/Service Income	
Other Income (Interest, etc.)	
Less: Refunds Given	

Expenses

Advertising	
Bank Charges	
Charitable Contributions made by company	
Commissions paid to others	
Contract Labor (Subs)	
Dues and Subscriptions	
Business Liability Insurance	
Business loan/credit card Interest	
Legal and Professional Fees	
Licenses and Fees	
Meeting meals with/for customers/vendors	
Meals with/for staff	
Miscellaneous	
Office Expense	
Payroll Taxes (Employer Portion - ER)	
Postage	
Rent Shop/Office	
Rent: Equipment & Tools	
Repairs and Maintenance: Equipment/Tools	
Supplies *not equipment… see Assets	
Telephone	
Tools under $2500	
Travel - out of town overnight Lodging	
Travel - out of town overnight Transportation	
Travel - out of town overnight Meals	
Utilities	
Wages paid (gross) for employees	

Do not list vehicle expenses or home office and/or shop related expenses on this page

Use page 2 & 3 if you'd like to itemize by month, otherwise totals on page 1 is sufficient.

Business Income/Expenses and Equity

Name

Tax Year

	Jan	Feb	Mar	Apr
Revenue				
Gross Sales/Service Income				
Other Income (Interest, etc.)				
Less: Refunds Given				
Expenses				
Advertising				
Bank Charges				
Charitable Contributions made by company				
Commissions paid to others				
Contract Labor (Subs)				
Dues and Subscriptions				
Business Liability Insurance				
Business loan/credit card Interest				
Legal and Professional Fees				
Licenses and Fees				
Meeting meals with/for customers/vendors				
Meals with/for staff				
Miscellaneous				
Office Expense				
Payroll Taxes (Employer Portion - ER)				
Postage/Shipping				
Rent Shop/Office				
Rent: Equipment				
Repairs and Maintenance: Equipment/Tools				
Supplies *not equipment… see Assets				
Telephone				
Tools under $500				
Travel - out of town overnight Lodging				
Travel - out of town overnight Transportation				
Travel - out of town overnight Meals				
Utilities (not for home office/shop)				
Wages paid (gross) for employees				

Do not list vehicle expenses or home office and/or shop related expenses on this page

May	Jun	Jul	Aug	Sept	Oct	Nov	Dec

Name

Tax Year

Assets

Purchased Asset Description	Purchase Date	Purchase Price	New/Used

Sold Asset Description	Purchase Date	Purchase Price	Sales Date	Sales Price