

BUSINESS INCOME AND EXPENSES

Year _____

Gross Receipts/Sales	\$
Cost of Goods Sold (if goods were sold)	\$
<u>GENERAL EXPENSES:</u>	
Advertising	\$
Accounting/Tax Preparation Fee	\$
Bank Fees	\$
Commissions and Fees	\$
Continuing Education	\$
Contract Labor	\$
Meals (with clients)	\$
Meals (away from home overnight)	\$
Entertainment - no longer deductible	\$
Insurance - Health	\$
Insurance - Other than Health	\$
Interest (Business loans or credit cards)	\$
Internet/DSL - Total cost (Business use %age_____)	\$
Legal Fees	\$
Licenses & Permits	\$
Membership Dues	\$
Office Supplies	\$
Office Equipment	\$
Phone: Landline- Total cost (Business use %age_____)	\$
Phone: Mobile-Total cost (Business use %age_____)	\$
Postage, Shipping, etc	\$
Rental/Lease of Office Space	\$
Rental of Tools or Equipment	\$
Repairs & Maintenance (office & equipment)	\$
Specialized clothing & shoes (must be specialized)	\$
Subscriptions	\$
Supplies - Business	\$
Tools & Equipment	\$
Travel - Air Fare, Lodging	\$
Utilities- Total cost (Business use %age_____)	\$
	\$
	\$
Business Mileage - see separate sheet	

This document is a summary for tax preparation purposes. It was prepared using my business records of income and expenses. I attest that it is true, correct and complete.

Signature _____ Date _____