

BUSINESS INCOME AND EXPENSE WORKSHEET _____ (year)

Name _____ Business Activity _____

INCOME

Gross Sales _____
 Sales Tax Collected _____ Is this included in Gross Sales? Yes ___ No ___
 Returns/Allowances _____
 Other Income _____
 Total Income _____

COST OF SALES

Beginning Inventory _____
 Purchases _____
 Cost of Labor _____
 Materials _____
 Freight In _____
 Personal Use (_____)
 Ending Inventory _____
 Total Cost of Sales _____

MAJOR PURCHASES

ITEM PURCHASED	DATE PURCHASED	COST OF PURCHASE	ITEM TRADED IF ANY

SALES EQUIPMENT/PROPERTY

ITEM SOLD	DATE SOLD	SALE PRICE	SALE EXPENSE	DATE BOUGHT	COST BOUGHT	

ITEM	AMOUNT	ITEM	AMOUNT
Advertising		Tax - Real Estate (not home)	
Auto (Below)		- sales	
Commissions & Fees		- payroll FICA	
Contract Labor		FUTA	
Depreciation (per schedule)		ODJFS	
Employee Benefits		BWC	
Insurance (not auto)		Travel - Lodging	
Interest (not auto) - banks		- Air/auto/etc	
Interest (not auto) - others		- Meals/Entertainment	
Legal and Professional		Utilities - Telephone	
Office Supplies		- other	
Pension Expense		Wages	
Rent - Equipment		Other - Bank / Credit Card Fees	
- Building		- Dues & Subscriptions	
Repairs/Maintnce (not auto)		- Education / Seminars	
Supplies		- Internet/Website Fees	
Others (List)		- Laundry / Cleaning	
		- Small Tools	
		- Uniforms	
		TOTAL EXPENSES	

AUTO EXPENSES

ITEM	AMOUNT	ITEM	AMOUNT
Year/Make auto		Mileage Begin Year	
Date Purchased		Mileage End of Year	
-- or --Date Leased		Total Mileage	
Purchase Cost/Sticker Value			
Parking/tolls		Business miles	
Interest (auto)		Personal miles	
Insurance		Gas, oil, lubes	
Tires, supplies		License	
Other		Repairs, maintenance	
Bus. Miles x ____/mi		TOTAL AUTO ACTUAL	

HOME OFFICE

ITEM	AMOUNT	ITEM (100% of expense)	AMOUNT
Size of Office (sq. ft.)		Mortgage Interest	
Size of Whole Home (sq. ft.)		Real Estate Tax	
% Of Home/Expenses		Home Insurance	
		Utilities	
		Home Repairs	
Home Cost including Improvements		TOTAL	