



Business Income and Expense Worksheet

INCOME	
Sales	
Other income	
EXPENSES	
Advertising	
Association dues	
Bad debts	
Bank/credit card fees	
Casual labor (e.g. form 1099-MISC)	
Cleaning/Maintenance	
Continuing education	
Dues & subscriptions	
Employee benefit programs	
Gifts (\$25 per person)	
Insurance, health - employee	
Insurance, liability	
Insurance, health - owner	
Interest, business loans	
Legal/Professional Fees	
Licenses & fees	
Meals & entertainment	
Miscellaneous	
Office supplies	
Officer compensation	
Other	
Outside services	
Postage	
Printing	
Publications	
Rent, equipment	
Rent, real estate	
Repairs & maintenance	
Security	
Supplies	
Taxes	
Telephone	
Tools & equipment	
Uniforms	
Utilities	
Website, computer, software	

Auto expenses	
Total miles driven	
Total business miles	
Auto expenses, fuel	
Auto expenses, repairs	
Auto expenses, insurance	
Auto expenses, tolls & parking	

Cost of goods sold	
Beginning of year inventory	
Purchases	
Items withdrawn for pers. use	
End of year inventory	

Equipment purchased (over \$2500)	
Item:	
Date purchased	
Cost of item	

Item:	
Date purchased	
Cost of item	

Item:	
Date purchased	
Cost of item	

Sales of assets	
Item:	
Date sold	
Amount received	

Item:	
Date sold	
Amount received	