

Small Business:

Check if this is the first year in business ()

Income	Amount	Cost of Goods Sold	Amount
1. Gross Receipts or sales	\$	1. Beginning of year inventory	\$
2. Returns and Allowances	\$	2. Purchases	\$
3. Other Income	\$	3. Cost of items used personally	\$
		4. Cost of Labor	\$
		5. Materials and Supplies	\$
		6. Other Costs	\$
		7. End of Year Inventory	\$

Expenses	Amount	Expenses	Amount
1. Advertising	\$	21. Other Taxes	\$
2. Bad Debts (N/A Cash Benefits)	\$	22. Licenses	\$
3. Commissions and Fees	\$	23. Travel	\$
4. Employee Benefits	\$	24. Meals & Entertainment (in full)	\$
5. Health Insurance	\$	25. Utilities	\$
6. Other Insurance	\$	26. Wages	\$
7. Mortgage Interest	\$	27. Management Fees	\$
8. Other Interest	\$	28. Consulting Expenses	\$
9. Legal and Accounting Fees	\$	29. Payroll Service	\$
10. Allocation of Tax Prep Fees	\$	30. Employee Vehicle Expense	\$
11. Office Expense	\$	31. Employee Mileage Reimbursement	\$
12. Pension and Profit Sharing Plans	\$	32. Client Gifts (Limited to \$25 each)	\$
13. Rent, Vehicles	\$	33. Education and Seminars	\$
14. Rent, Equipment	\$	34. Other (Description)	\$
15. Rent, Building	\$	35.	\$
16. Repairs and Maintenance, Building	\$	36.	\$
17. Repairs and Maintenance, Equip.	\$	37.	\$
18. Repairs and Maintenance, Vehicle	\$	38.	\$
19. Supplies	\$	39.	\$
20. Payroll Taxes	\$	40.	\$

List any equipment purchased that cost \$600 (including vehicles)

Item Purchased	Date Purchased	Cost
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____