

Income and Expenses for the Year ending 12-31-_____

Income

Business Income for the year: \$ _____

Expenses	Total for year		Total for Year
Advertising & Promotion	\$	Pension & profit-sharing plans	\$
Commissions & Fees	\$	Rent or lease:	\$
Contract Labor	\$	A. Vehicles, machinery & equipment	\$
Insurance (other than health)	\$	B. Other business property	\$
Interest paid:	\$	Repairs & maintenance	\$
A. Mortgage	\$	Supplies:	\$
B. Other	\$	A. Small tools & equipment	\$
Legal & professional services:	\$	B. Other	\$
A. Accounting fees	\$	Taxes	\$
B. Consultation fees	\$	Licenses	\$
C. Legal fees	\$	Travel	\$
Office expense:	\$	Meals & entertainment	\$
A. Office supplies	\$	Wages (less employment credits)	\$
B. Print & copy	\$	Utilities:	\$
C. Software	\$	A. Telephone	\$
Auto Expenses: (if not using mileage)	\$	B. Electricity	\$
A. Gas	\$	C. Internet & other	\$
B. Repairs & Maintenance	\$		\$

Miscellaneous Expenses	Total for Year		Total for Year
Bank charges & fees	\$	Continuing education	\$
Merchant fees	\$	Delivery charges	\$
Dues & subscriptions	\$	Laundry	\$
Postage	\$	Development & training	\$
Other (describe)	\$	Other (describe)	\$
Other (describe).	\$	Other (describe)	\$

Auto Mileage

Auto info: Make & Model
Total mileage put on vehicle for the year:
Miles used for business:
Is the vehicle owned or leased?

Sign _____ Date _____