Business Report

WORKSHEET

INCOME _____

EXPENSES

Accounting	
Advertising	
Automobile and Trucking expenses	
Lease	
Repairs/Maintenance	
licenses	
Bad debts	
Bank charges	
Cash short/ over	
Cell phone	
Clean fuel vehicle deductions	
Commissions	
Computer	
Consulting	
Contributions	
Credit and collection costs	
Delivery	
Discounts	
Dues and subscriptions	
Education and training	
Employee benefit program	
Equipment rental/ lease	
Freight	
Fuel	
Gifts	
Independent contractor	
Insurance (enter total if not using details below)	
Building and equipment	
Liability	
Other Insurance	
Workers' compensation	
Interest expense	
Internet	
Janitorial	
Laundry and cleaning	
Legal and professional	
Marketing	
Meals and entertainment	
Meetings	
Miscellaneous	
Officer Compensation	
Office expense	
Outside services / Subcontractors	
Parking fees and tolls	
Payroll processing expenses	
Pension, plans, etc.	

Cost of Goods Sold

Inventory	
Materials	
Supplies	

Permits and fees	
Postage/ shipping	
Printing	
Recruiting	
Rents	
Repairs and maintenance	
Salaries and wages	
Sales	
Security	
Software	
Taxes and licenses	
State income taxes	
Payroll taxes	
licenses	
Telephone	
Tools	
Travel	
Uniforms	
Utilities	
Gas	
Electrical	
Water	
Waste Removal	
Other (itemize)	

Automobile

Year Make Model	
Total Miles	
Business Miles	

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Business Owner Signature