

# Business Income & Expense Worksheet

**Company Name** \_\_\_\_\_

**Tax Year** \_\_\_\_\_

**INCOME**

Gross Sales \$ \_\_\_\_\_  
 Other Income \$ \_\_\_\_\_  
 Returns & credits against Sales \$ \_\_\_\_\_

**INVENTORY**

Beginning Balance \$ \_\_\_\_\_  
 Purchases \$ \_\_\_\_\_  
 Ending Balance \$ \_\_\_\_\_

**EXPENSES**

Advertising \$ \_\_\_\_\_  
 Auto & Truck \*see note below \$ \_\_\_\_\_  
 Bad Debt \$ \_\_\_\_\_  
 Bank Charges \$ \_\_\_\_\_  
 Cleaning \$ \_\_\_\_\_  
 Commissions \$ \_\_\_\_\_  
 Computer Service and supplies \$ \_\_\_\_\_  
 Delivery & Freight \$ \_\_\_\_\_  
 Discounts \$ \_\_\_\_\_  
 Dues & Subscriptions \$ \_\_\_\_\_  
 Equipment Rental \$ \_\_\_\_\_  
 Furniture & Equipment (List below) \$ \_\_\_\_\_  
 Gifts \$ \_\_\_\_\_  
 Insurance \$ \_\_\_\_\_  
 Interest \$ \_\_\_\_\_  
 Janitorial \$ \_\_\_\_\_  
 Laundry & Cleaning \$ \_\_\_\_\_  
 Legal & Professional Fees \$ \_\_\_\_\_  
 Licenses \$ \_\_\_\_\_  
 Meals & Entertainment w/employees \$ \_\_\_\_\_  
**Other (please list)**  
 \_\_\_\_\_ \$ \_\_\_\_\_  
 \_\_\_\_\_ \$ \_\_\_\_\_

Meals with Clients \$ \_\_\_\_\_  
 Office Expense \$ \_\_\_\_\_  
 Independent Contractors \$ \_\_\_\_\_  
 Parking fees and tolls \$ \_\_\_\_\_  
 Payroll Wages \$ \_\_\_\_\_  
 Payroll Wages Officer \$ \_\_\_\_\_  
 Permits & Fees \$ \_\_\_\_\_  
 Postage \$ \_\_\_\_\_  
 Printing \$ \_\_\_\_\_  
 Rents \$ \_\_\_\_\_  
 Repairs & Maintenance \$ \_\_\_\_\_  
 Security \$ \_\_\_\_\_  
 Supplies \$ \_\_\_\_\_  
 Taxes \$ \_\_\_\_\_  
 Telephone \$ \_\_\_\_\_  
 Tools (small) \$ \_\_\_\_\_  
 Training/Cont. education \$ \_\_\_\_\_  
 Travel \$ \_\_\_\_\_  
 Uniforms \$ \_\_\_\_\_  
 Utilities \$ \_\_\_\_\_  
 \_\_\_\_\_ \$ \_\_\_\_\_  
 \_\_\_\_\_ \$ \_\_\_\_\_

**Furniture & Equipment**    Description of item  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**Date of Purchase**                      **Cost**  
 \_\_\_\_\_ \$ \_\_\_\_\_  
 \_\_\_\_\_ \$ \_\_\_\_\_  
 \_\_\_\_\_ \$ \_\_\_\_\_  
 \_\_\_\_\_ \$ \_\_\_\_\_

**Auto & Truck** -Year/Make/Model  
 \_\_\_\_\_  
 \_\_\_\_\_

**Business Miles**  
 # \_\_\_\_\_  
 # \_\_\_\_\_

**Personal Miles**  
 # \_\_\_\_\_  
 # \_\_\_\_\_

**Total Miles**  
 # \_\_\_\_\_  
 # \_\_\_\_\_