

BUSINESS INCOME AND EXPENSES

Name of Proprietor _____	
Main Product or Activity _____	
INCOME	Amount
Gross Receipts	
Other income:	

EXPENSES	<i>Amount</i>		<i>Amount</i>
Advertising		Legal and Professional Services	
Bad Debts		Office Expenses	
Bank Charges		Pension / Profit Sharing Plans	
Car and Truck Expenses		Interest:	
Commissions		Bank Loans	
Dues and Publications		Credit Cards	
Depreciation (discuss with tax consultant)		Vehicle Loans	
Employee Benefit Program		Other	
Insurance		Other	
Laundry and Cleaning		Rent or Lease:	
Supplies		Machinery & Equipment	
Travel		Other (Land, Animals, etc.)	
Entertainment and Meals		Other Business Property	
Utilities:		Other	
Gas		Cost of Goods Sold:	
Electric		Inventory (Beginning of Year)	
Water		Purchases of Goods	
Telephone		Inventory (End of Year)	
Internet		Other Expenses:	
Repairs and Maintenance			

Assets Bought:	Date	Cost	Other Information	New/Used?
Assets Sold:	Date Acq.	Original Cost	Amount received	Date Sold