Name _____ Year _____

BUSINESS EXPENSES

Accounting	$	Printing	$
Advertising	$	Rent - Vehicles, Equip	$
Bad Debts	$	Rent - Other	$
Bank charges	$	Repairs & Maintenance	$
		provide detailed list of all repairs over $500	
Commissions	$	Security	$
Contract Labor	$	Supplies	$
		provide detailed list of all supplies over $200	
Delivery and Freight	$	Taxes - real estate	$
Dues and Subscriptions	$	Taxes - payroll	$
Employee Benefits	$	Taxes - sales tax included in gross receipts	$
Insurance - Liability	$	Taxes - not entered elsewhere....	$
Insurance - Employee Health	$	Telephone	$
Insurance - Other	$	Cellphone	$
Interest - Mortgage	$	Internet	$
Interest - Credit Card	$	Tools	$
Interest - Other	$	Travel - not entered elsewhere	$
Janitorial	$	Meals	$
Laundry and Cleaning	$	Uniforms	$
Legal and Professional	$	Utilities	$
Licenses/Permits - other than auto	$	Wages	$
Office Expense	$	Workers Comp	$
Outside Services	$	Customer Refunds	$
Parking and Tolls	$	Other _____	$
Pension and Profit Sharing	$	Other _____	$
Postage	$	Other _____	$

VEHICLE EXPENSES

	Vehicle #1	Vehicle #2	Vehicle #3
Description			
Repairs	$	$	$
Gas & Oil	$	$	$
Insurance	$	$	$
License	$	$	$
Interest	$	$	$
Total Miles This Year			
Business Miles This Year			

Name _____ Year _____

BUSINESS INCOME

Gross Income..... $ _____

Refunds..... $ _____

Insurance Reimbursements..... $ _____

Commission..... $ _____

Other _____ $ _____

Other _____ $ _____

INVENTORY (if applicable)

Inventory - beginning of year... $ _____

Purchases for Resale..... $ _____

Inventory - end of year..... $ _____

EQUIPMENT SOLD:

	ITEMS	DATE SOLD	SALE PRICE	DATE ACQUIRED	PURCHASE PRICE
1)			$		$
2)			$		$
3)			$		$
4)			$		$
5)			$		$

EQUIPMENT & VEHICLE PURCHASES

	ITEMS	DATE	COST/BOOT	NEW/ USED	ITEM TRADED IN
1)			$		
2)			$		
3)			$		
4)			$		
5)			$		
6)			$		

Goodhart & Associates
CERTIFIED PUBLIC ACCOUNTANTS PC

Reminder: 1099 forms must be filed with the IRS by January 31 if you pay more than $600 for interest, rent or services