

BUSINESS INCOME & EXPENSE WORKSHEET			
	COST		COST
TYPE OF BUSINESS:			
BUSINESS NAME:			
ADDRESS OF BUSINESS:			
DATE BUSINESS STARTED:			
INCOME			
COSTS OF GOOD SOLD:			
1. MATERIALS & SUPPLIES			
2. SUBCONTRACTORS			
3. OTHER:			
EXPENSES:			
ADVERTISING & WEBSITE EXPENSES		TRAVEL (OUT OF TOWN):	
AUTO (COMPLETE SEPARATE WORKSHEET)		1. AIRFARE	
COMMISSIONS & OUTSIDE SERVICES		2. CAR RENTAL & CAR RENTAL FUEL	
INSURANCE:		3. LODGING	
1. LIABILITY		4. GROUND TRAVEL & PARKING	
2. HEALTH		5. MEALS	
3. E & O			
		PAYROLL:	
INTEREST		1. GROSS PAYROLL	
1. MORTGAGE INTEREST (OFFICE BLDG)		2. EMPLOYER TAXES	
2. CREDIT CARDS (BUSINESS ONLY)		3. FUTA	
3. BUSINESS CREDIT LINES		4. SUTA	
PROFESSIONAL FEES		5. WORKMAN'S COMPENSATION	
1. TAX PREPARATION AND ACCOUNTING			
2. LEGAL		BOOKS & PUBLICATIONS	
		SEMINARS & CONTINUED EDUCATION	
OFFICE EXPENSES:		GIFTS	
1. RENT		TOOLS & EQUIPMENT (\$250 OR LESS)	
2. UTILITIES (SEPARATE OFFICE)		RENT & LEASE OF TOOLS & EQUIPMENT	
3. TELEPHONES & PAGERS		SUPPLIES (OTHER THAN OFFICE)	
4. OFFICE SUPPLIES		EQUIPMENT REPAIRS & MAINTENANCE	
5. POSTAGE & DELIVERY			
6. INTERNET SERVICE			
CAPITAL PURCHASES (BRING LIST OF ITEMS, PURCHASE DATES & COST)			
ITEM PURCHASED	DATE PURCHASED	COST	
1. COMPUTER			
2. OFFICE FURNITURE			
3. SOFTWARE			
4. PRINTER			
6. TOOL			
7			
8			
9			