

SMALL BUSINESS INCOME & EXPENSE WORKSHEET

Your Name: _____

Business Name: _____

Income		Inventory	
Gross receipts from sales/services \$		Beginning (January 1 st)	
Interest income from business account		Ending (December 31 st)	
Sales tax discount income		Purchases	
Other income		Personal Use	
Expense		Vehicle Expenses**	
Advertising		Year:	Make: Model:
Commissions/fees		Date Placed in Service	
Dues		Purchase Amount	
Employee benefit programs		Business Miles	
Gifts (limit \$25 each)		Personal Miles	
Insurance:	Business Liability	Commute Miles	
	Workers Comp	Fuel	
	Other (specify)	Insurance	
Interest Paid:	Business Loans	Maintenance	
	Business Credit Cards	Registration	
	Mortgage	Repair	
	Other (specify)	Other (specify)	
Job Materials		Office in Home	
Legal & Accounting Fees		Office Square Footage	
Licenses & Permits		Total Home Square Footage	
Open House/Refreshments		<i>Child Care Business Only:</i> Hours Used Per Day	
Parking & Tolls		<i>Child Care Business Only:</i> Days Used Per Year	
Rent/ Lease:	Equipment	Adjusted Basis or Fair Market Value	
	Other Business Property	Value of Land	
Repairs & Maintenance		Hazard Insurance	
Service Charges		Mortgage Interest	
Subcontractor Labor		Real Estate Taxes	
Supplies:	Brochures	Rent	
	Demonstration Materials	Repairs & Maintenance	
	Office*	Utilities	
	Other Sales Aids	Other (specify)	
	Postage		
	Samples		
	Other (specify)		

RBS/Taxes to Go

1099 Ferris Road, Amelia, Ohio 45102 Phone: 513-553-2141

		<i>Please list other expenses or notes.</i>
Taxes		
Telephone		
Tools*		
Travel:	Bus/Taxi/Air Fares	* List separately tools, computers, and other purchases of <u>greater than \$150</u> . ** If more than one vehicle is used for business, list the other information on back of this sheet.
	Lodging	
Utilities		
Wages		