

BUSINESS INCOME AND EXPENSE

NAME/LOCATION _____ I.D.# (if applicable) _____

<u>INCOME:</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
	Gross Income/Receipts/Commissions received	_____
	Returns/Refunds/Allowance	_____
	Beginning Inventory	_____
	Ending inventory	_____
	Cost of Goods - Inventory purchases/materials/labor	_____
	Other Income related to this business	_____

EXPENSES:

Advertising expense	_____
Bad debts from sales or services (only If previously Included In Income)	_____
Bank service charges	_____
Car/Truck expense Total miles _____ Business miles _____	_____
Commissions/Fees/Subcontracts	_____
Employee benefits- wages/health/pension/profit sharing plans	_____
Insurance- fire/theft/casualty/liability/contents/worker's comp.	_____
Interest- paid to banks/S & L's	_____
Interest- paid to private parties	_____
Legal and Professional fees- attorneys/accountants	_____
Meals (enter full amount)	_____
Permits/Licenses	_____
Postage and freight-P.O. box rent	_____
Professional/Technical societies/Education/Seminars- dues/expenses	_____
Publications/Books/ Periodicals	_____
Repairs/Maintenance- carpentry/electrical/plumbing/painting - cleaning/janitorial	_____
Rent or Lease- building/warehouse/vehicles/machinery/equipment	_____
Security services/ alarms/watchdogs	_____
Supplies- office/cleaning/small tools	_____
Taxes- real estate/property/payroll/sales	_____
Travel/entertainment	_____
Utilities- electric/water/sewer/gas/telephone	_____
Other expenses-	_____
Other expenses-	_____

MAJOR PURCHASES / CAPITAL IMPROVEMENTS - list machinery/furniture/tools/ remodeling/etc.

<u>DATE ACQUIRED</u>	<u>DESCRIPTION</u>
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____