

2004 BUSINESS INCOME & EXPENSE WORKSHEET

Name: _____

Phone: _____

INCOME:

- 1. Gross sales/receipts \$ _____
- 2. Sales tax collected \$ _____
- 3. Returns/refunds \$ _____
- 4. Business interest income \$ _____
- 5. Other income \$ _____

EXPENSES:

- | | |
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| <ul style="list-style-type: none"> 1. Advertising & Promo.* \$ _____ 2. Vehicle & truck exp.:* <ul style="list-style-type: none"> (a) Auto \$ _____ (b) Pickup \$ _____ (c) Truck \$ _____ 3. Commissions & Fees* \$ _____ 4. Employee Benefits \$ _____ 5. Insurance: <ul style="list-style-type: none"> (a) Building \$ _____ (b) Liability \$ _____ (c) Equipment \$ _____ (d) Worker's Comp \$ _____ (e) Other \$ _____ 6. Interest on land & bldgs. <ul style="list-style-type: none"> (a) Financial inst. \$ _____ (b) Other* \$ _____ 7. Interest – other* \$ _____ 8. Legal & Professional* \$ _____ 9. Office expense \$ _____ 10. Pension/profit sharing \$ _____ 11. Rent or lease: <ul style="list-style-type: none"> (a) Equipment* \$ _____ (b) Other* \$ _____ 12. Repairs & Maint.* \$ _____ 13. Supplies \$ _____ | <ul style="list-style-type: none"> 14. Taxes: <ul style="list-style-type: none"> (a) Licenses \$ _____ (b) Real estate \$ _____ (c) Sales tax \$ _____ (d) Payroll \$ _____ (e) Other \$ _____ 15. Travel \$ _____ 16. Meals & Entertainment \$ _____ 17. Utilities: <ul style="list-style-type: none"> (a) Electricity \$ _____ (b) Telephone \$ _____ (c) Cell Phone \$ _____ (d) Water/Garbage \$ _____ (e) Other \$ _____ 18. Wages: <ul style="list-style-type: none"> (a) To spouse \$ _____ (b) To children <18 \$ _____ (c) Other \$ _____ 19. Other: <ul style="list-style-type: none"> (a) Dues & Pub. \$ _____ (b) Education \$ _____ (c) Laundry/Cleaning \$ _____ (d) _____ \$ _____ (e) _____ \$ _____ 20. Health Insurance \$ _____ |
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COST OF GOODS SOLD INFORMATION:

- 1. Purchases of product & supplies for resale \$ _____
- 2. Cost of items taken for personal use \$ _____
- 3. Purchase of materials for jobs \$ _____
- 4. Freight-In \$ _____
- 5. Other costs \$ _____
- 6. Inventory at beginning of year \$ _____
- 7. Inventory at end of year \$ _____

* If over \$ 600.00 to an individual or an attorney, a Form 1099 is required to be filed.