

# BUSINESS INCOME & EXPENSES STATEMENT

NAME OF THE BUSINESS: \_\_\_\_\_

OWNER NAME: \_\_\_\_\_ TAX YEAR (FILING) ENDED: \_\_\_\_\_

**TOTAL INCOME:** \$ \_\_\_\_\_

**EXPENSES:**

Advertisement	\$ _____
Bank charges & merchant fees	\$ _____
Car & truck expenses (Actual or mileages)	\$ _____
Commissions and fees	\$ _____
Contract labor	\$ _____
Equipment Purchase	\$ _____
Equipment lease	\$ _____
Food for company/clients (100%)	\$ _____
Insurance & bond	\$ _____
Interest expenses	\$ _____
Legal & professional service fees	\$ _____
Meals with clients (50%)	\$ _____
Meals while traveling/conference (50%)	\$ _____
Meals for employees late work (100%)	\$ _____
Office supplies	\$ _____
Phones	\$ _____
Rent	\$ _____
Repairs & maintenance	\$ _____
Supplies	\$ _____
Taxes & licenses	\$ _____
Travel expenses	\$ _____
Utilities	\$ _____
Wages	\$ _____
Payroll taxes	\$ _____
Beginning inventory (January 1st)	\$ _____
Purchases: Materials & supplies (Resale/parts)	\$ _____
Ending inventories (December 31st)	\$ _____
Other: _____	\$ _____
Other: _____	\$ _____
Other: _____	\$ _____
Other: _____	\$ _____

**TOTAL EXPENSES:** \$ \_\_\_\_\_

I, \_\_\_\_\_, have completed the above Income & Expenses statement with the best of my knowledge. I have records & receipts to support the above income and expenses.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_