

Business Income & Expenses  
For the Year Ended \_\_\_\_\_

Gross Income	
Returns & Refunds	< >

Cost of Beginning Inventory	
Cost of Inventory Purchases	
Cost of Ending Inventory	< >

Accounting	
Advertising	
Automobile Expenses*	
Bank Charges	
Commissions	
Continuing Education	
Dues & Publications	
Freight	
Insurance	
Interest	
Legal & Professional Fees	
Meals & Entertainment**	
Office Expense	
Office Supplies	
Outside Services	
Payroll Expenses	
Postage & Delivery	
Printing & Reproduction	
Property Taxes	
Rent Expense	
Repairs & Maintenance	
Telephone	
Travel	
Utilities	

\*See Business Vehicle Expenses Form

\*\*Include meals & entertainment from travel here

To the best of my knowledge, the information provided is accurate and complete.

Signed: \_\_\_\_\_ Dated: \_\_\_\_\_