

BUSINESS INCOME & EXPENSES REPORT

Business Name: _____

Tax Year: _____

Contact Person: _____

Contact No: _____

INCOME	TOTAL
Business Income	
Other Income	
Refunds & Discounts	

COST OF GOODS SOLD	TOTAL
Cost of Labor	
Inventory & Purchases	
Materials & Supplies	

EXPENSES	TOTAL
Accounting	
Advertising & Marketing	
Auto & Truck	
·Gas & Fuel	
·Insurance	
·Parking/Tolls/Fines	
·Payments	
·Registration Fees	
·Repairs & Services	
Bad Debts	
Bank Charges	
Commissions	
Consulting	
Dues & Subscriptions	
Education & Training	
Employee Benefit Programs	
Equipment & Machinery	
Equipment Rental & Repairs	
Freight & Delivery	
Fuel	
Gifts	
Insurance (Other than Auto)	
·General	
·Building & Equipment	
·Liability	
·Worker's Compensation	
·Other Insurance	
Interest Expense	
Janitorial	
Laundry & Cleaning	

EXPENSES CON'T	TOTAL
Legal & Professional	
Meeting Meals	
Office Expenses	
·Office Supplies	
·Printing	
·Postage & Shipping	
·Software & Apps	
·Stationary	
Payroll	
·Employer FICA Taxes Paid	
·Processing Fees	
·Salaries & Wages	
Permits & License	
Rent & Lease	
Repairs & Maintenance	
Retirement Plans	
Subcontracting	
Taxes Paid	
Tools	
Travel	
Uniforms	
Utilities	
·Cell Phone	
·Electric & Gas	
·Internet	
·Security	
·Waste & Water	
Other:	
Other:	
Other:	

**Please list any other business expenses you may have that are not listed above:

