

YOUR BUSINESS INCOME AND EXPENSE ORGANIZER

"We Save You Dollars!"

Business Name:	EIN Number
Business Address	Phone
Date Business Started	Type of Business
Products and/or Services	
Inventory Cost: Beginning of Year	End of Year
GROSS INCOME \$	Website, E-mail

E X P E N S E S			
Advertising		Professional Fees	
Bank Service Fees		Promotional Events	
Car and Truck Expenses		Purchases (Items for Resale)	
Charitable Contributions		Referral Fees or Gifts	
Collection Expenses		Rent - Equipment, Furniture	
Commissions		Rent - Office, Building	
Decorating, Art, Plants		Rent - Vehicles	
Dues, Publications, Software		Repairs and Maintenance	
Employee Fringe Benefits		Retirement Plans	
Insurance - Health		Sanitation	
Insurance - Liability		Security	
Insurance - Other		Storage	
Interest - Mortgage		Sub-Contractors	
Interest - Other		Supplies	
Janitorial		Taxes (not Federal Income Tax)	
Lawn Care		Telephone Answering Service	
Legal and Accounting Fees		Telephone and Cellular	
Licenses, Permits, and Other Fees		Tolls and Scale Fees	
Management Fees		Tools and Unkeep	
Materials		Travel (cost)	
Meals and Entertainment		Travel (miles)	
Meetings and Seminars		Travel (out of town), Lodging	
Money You Loaned the Business		@ @ Meals	
Office Expenses		@ @ Other	
Office Supplies		Utilities	
Outside Services		Wages	
Payroll Taxes		Water and Sewage	
Postage and Shipping		Web Access and Hosting	
Printing and Reproductions		Work Clothes and Unkeep	
Other:		Other:	

EQUIPMENT PURCHASES	DATE	COST

EMPLOYEES (NAME AND ADDRESS)	SOC SEC NO.	TOTAL WAGES