

# Business Income and Expense Summary

Month & Year \_\_\_\_\_

Income and Cost of Goods Sold		Amount
Gross receipts or sales	+	
Returns and allowances	-	
Other Income (with description)	+	
<i>Total Income</i>		\$ 0.00
Inventory Purchases minus cost of items withdrawn for personal use	-	
<i>Net income</i>		= \$ 0.00

Expenses	Amount	Expenses	Amount
Advertising		Rent - Other	
Bank Fees		Repairs and Maintenance	
Credit Card & PayPal Fees		Supplies	
Commissions and Affiliate Fees		Taxes and Licenses	
Contract Labor		Telephone	
Dues and Subscriptions		Travel	
Employee Benefits		Meals and Entertainment	
Gifts		Utilities	
Health Insurance		Wages	
Insurance (other than health and auto)		Other:	
Interest			
Legal and Professional Fees			
Office Expense			
Pension and Profit Sharing			
Postage and Delivery			
Rent – Vehicle and Machinery			
		<i>Total Expenses</i>	\$ 0.00
		<i>Monthly Net Income(Loss)</i>	\$ 0.00

Vehicle Information	Amount		Amount
Business Miles		Lease Payment	
Commuting Miles		Auto Insurance	
Other Miles		Interest on loan	
Parking and Tolls		Actual Expenses – (gas, oil, repairs)	

Business Use of Home	Amount		Amount
Rent		Real Estate Taxes	
Rent/Mortgage Insurance		Repairs (office only)	
Utilities		Repairs (total home)	
Mortgage Interest			

Equipment	Date	Description	Amount