

Year to date Income & Expenses

Gross Business Income \$ _____

Opening Inventory *(include raw materials, goods in process & finished goods)* \$ _____

Purchases during the year *(net of returns, allowances, and discounts)* \$ _____

Minus

Closing Inventory *(include raw materials, goods in process, & finished goods)* \$ _____

Cost of Goods Sold \$ _____

Gross Profit *(Gross Business Income minus Cost of Goods Sold)* \$ _____

Expenses

Advertising \$ _____

Meals & Entertainment \$ _____

Bad Debts \$ _____

Insurance \$ _____

Interest \$ _____

Business tax, fees, licenses, dues, memberships & subscriptions \$ _____

Office Expenses \$ _____

Supplies \$ _____

Legal, accounting, and other professional fees \$ _____

Management \$ _____

Subcontracts \$ _____

Rent \$ _____

Maintenance & Repairs \$ _____

Salaries, wages & benefits *(including employer's contributions)* \$ _____

Travel *(including transportation fees, accommodations & allowable portion of meals)* \$ _____

Telephone \$ _____

Delivery, Freight & Express \$ _____

Other Expenses \$ _____

_____ \$ _____

_____ \$ _____

_____ \$ _____

_____ \$ _____

Total Business Expenses \$ _____

Gross Profit \$ _____

-

Total Business Expenses \$ _____

=

Net Income \$ _____

Monthly Income & Expenses

For the Month of _____, 20_____

Gross Business Income (A) \$ _____

Purchases during the month *(net of returns, allowances, and discounts)* (B) \$ _____

Expenses

Advertising	\$ _____
Meals & Entertainment	\$ _____
Bad Debts	\$ _____
Insurance	\$ _____
Interest	\$ _____
Business tax, fees, licenses, dues, memberships & subscriptions	\$ _____
Office Expenses	\$ _____
Supplies	\$ _____
Legal, accounting, and other professional fees	\$ _____
Management	\$ _____
Subcontracts	\$ _____
Rent	\$ _____
Maintenance & Repairs	\$ _____
Salaries, wages & benefits <i>(including employer's contributions)</i>	\$ _____
Travel <i>(including transportation fees, accommodations & allowable portion of meals)</i>	\$ _____
Telephone	\$ _____
Delivery, Freight & Express	\$ _____
Other Expenses _____	\$ _____
_____	_____
_____	_____
_____	\$ _____

Total Business Expenses (C) \$ _____

Profit for the Month (A) – (B) – (C) \$ _____

Monthly Income & Expenses

For the Month of _____, 20____

Gross Business Income (A)\$ _____

Purchases during the month *(net of returns, allowances, and discounts)* (B)\$ _____

Expenses

Advertising	\$ _____
Meals & Entertainment	\$ _____
Bad Debts	\$ _____
Insurance	\$ _____
Interest	\$ _____
Business tax, fees, licenses, dues, memberships & subscriptions	\$ _____
Office Expenses	\$ _____
Supplies	\$ _____
Legal, accounting, and other professional fees	\$ _____
Management	\$ _____
Subcontracts	\$ _____
Rent	\$ _____
Maintenance & Repairs	\$ _____
Salaries, wages & benefits <i>(including employer's contributions)</i>	\$ _____
Travel <i>(including transportation fees, accommodations & allowable portion of meals)</i>	\$ _____
Telephone	\$ _____
Delivery, Freight & Express	\$ _____
Other Expenses _____	\$ _____
_____	_____
_____	_____
_____	\$ _____

Total Business Expenses (C)\$ _____

Profit for the Month (A) – (B) – (C) \$ _____

Monthly Income & Expenses

For the Month of _____, 20_____

Gross Business Income (A)\$ _____

Purchases during the month *(net of returns, allowances, and discounts)* (B)\$ _____

Expenses

Advertising	\$ _____
Meals & Entertainment	\$ _____
Bad Debts	\$ _____
Insurance	\$ _____
Interest	\$ _____
Business tax, fees, licenses, dues, memberships & subscriptions	\$ _____
Office Expenses	\$ _____
Supplies	\$ _____
Legal, accounting, and other professional fees	\$ _____
Management	\$ _____
Subcontracts	\$ _____
Rent	\$ _____
Maintenance & Repairs	\$ _____
Salaries, wages & benefits <i>(including employer's contributions)</i>	\$ _____
Travel <i>(including transportation fees, accommodations & allowable portion of meals)</i>	\$ _____
Telephone	\$ _____
Delivery, Freight & Express	\$ _____
Other Expenses _____	\$ _____
_____	_____
_____	_____
_____	\$ _____

Total Business Expenses (C)\$ _____

Profit for the Month (A) – (B) – (C) \$ _____

Monthly Income & Expenses

For the Month of _____, 20_____

Gross Business Income (A) \$ _____

Purchases during the month *(net of returns, allowances, and discounts)* (B) \$ _____

Expenses

Advertising	\$ _____
Meals & Entertainment	\$ _____
Bad Debts	\$ _____
Insurance	\$ _____
Interest	\$ _____
Business tax, fees, licenses, dues, memberships & subscriptions	\$ _____
Office Expenses	\$ _____
Supplies	\$ _____
Legal, accounting, and other professional fees	\$ _____
Management	\$ _____
Subcontracts	\$ _____
Rent	\$ _____
Maintenance & Repairs	\$ _____
Salaries, wages & benefits <i>(including employer's contributions)</i>	\$ _____
Travel <i>(including transportation fees, accommodations & allowable portion of meals)</i>	\$ _____
Telephone	\$ _____
Delivery, Freight & Express	\$ _____
Other Expenses _____	\$ _____
_____	_____
_____	_____
_____	\$ _____

Total Business Expenses (C) \$ _____

Profit for the Month (A) – (B) – (C) \$ _____

Monthly Income & Expenses

For the Month of _____, 20____

Gross Business Income (A) \$ _____

Purchases during the month *(net of returns, allowances, and discounts)* (B) \$ _____

Expenses

Advertising	\$ _____
Meals & Entertainment	\$ _____
Bad Debts	\$ _____
Insurance	\$ _____
Interest	\$ _____
Business tax, fees, licenses, dues, memberships & subscriptions	\$ _____
Office Expenses	\$ _____
Supplies	\$ _____
Legal, accounting, and other professional fees	\$ _____
Management	\$ _____
Subcontracts	\$ _____
Rent	\$ _____
Maintenance & Repairs	\$ _____
Salaries, wages & benefits <i>(including employer's contributions)</i>	\$ _____
Travel <i>(including transportation fees, accommodations & allowable portion of meals)</i>	\$ _____
Telephone	\$ _____
Delivery, Freight & Express	\$ _____
Other Expenses _____	\$ _____
_____	_____
_____	_____
_____	\$ _____

Total Business Expenses (C) \$ _____

Profit for the Month (A) – (B) – (C) \$ _____

Monthly Income & Expenses

For the Month of _____, 20____

Gross Business Income (A) \$ _____

Purchases during the month *(net of returns, allowances, and discounts)* (B) \$ _____

Expenses

Advertising	\$ _____
Meals & Entertainment	\$ _____
Bad Debts	\$ _____
Insurance	\$ _____
Interest	\$ _____
Business tax, fees, licenses, dues, memberships & subscriptions	\$ _____
Office Expenses	\$ _____
Supplies	\$ _____
Legal, accounting, and other professional fees	\$ _____
Management	\$ _____
Subcontracts	\$ _____
Rent	\$ _____
Maintenance & Repairs	\$ _____
Salaries, wages & benefits <i>(including employer's contributions)</i>	\$ _____
Travel <i>(including transportation fees, accommodations & allowable portion of meals)</i>	\$ _____
Telephone	\$ _____
Delivery, Freight & Express	\$ _____
Other Expenses _____	\$ _____
_____	_____
_____	_____
_____	\$ _____

Total Business Expenses (C) \$ _____

Profit for the Month (A) – (B) – (C) \$ _____

Monthly Income & Expenses

For the Month of _____, 20_____

Gross Business Income (A)\$ _____

Purchases during the month *(net of returns, allowances, and discounts)* (B)\$ _____

Expenses

Advertising	\$ _____
Meals & Entertainment	\$ _____
Bad Debts	\$ _____
Insurance	\$ _____
Interest	\$ _____
Business tax, fees, licenses, dues, memberships & subscriptions	\$ _____
Office Expenses	\$ _____
Supplies	\$ _____
Legal, accounting, and other professional fees	\$ _____
Management	\$ _____
Subcontracts	\$ _____
Rent	\$ _____
Maintenance & Repairs	\$ _____
Salaries, wages & benefits <i>(including employer's contributions)</i>	\$ _____
Travel <i>(including transportation fees, accommodations & allowable portion of meals)</i>	\$ _____
Telephone	\$ _____
Delivery, Freight & Express	\$ _____
Other Expenses _____	\$ _____
_____	_____
_____	_____
_____	\$ _____

Total Business Expenses (C)\$ _____

Profit for the Month (A) – (B) – (C) \$ _____

Monthly Income & Expenses

For the Month of _____, 20_____

Gross Business Income (A) \$ _____

Purchases during the month *(net of returns, allowances, and discounts)* (B) \$ _____

Expenses

Advertising	\$ _____
Meals & Entertainment	\$ _____
Bad Debts	\$ _____
Insurance	\$ _____
Interest	\$ _____
Business tax, fees, licenses, dues, memberships & subscriptions	\$ _____
Office Expenses	\$ _____
Supplies	\$ _____
Legal, accounting, and other professional fees	\$ _____
Management	\$ _____
Subcontracts	\$ _____
Rent	\$ _____
Maintenance & Repairs	\$ _____
Salaries, wages & benefits <i>(including employer's contributions)</i>	\$ _____
Travel <i>(including transportation fees, accommodations & allowable portion of meals)</i>	\$ _____
Telephone	\$ _____
Delivery, Freight & Express	\$ _____
Other Expenses _____	\$ _____
_____	_____
_____	_____
_____	\$ _____

Total Business Expenses (C) \$ _____

Profit for the Month (A) – (B) – (C) \$ _____

Monthly Income & Expenses

For the Month of _____, 20_____

Gross Business Income (A) \$ _____

Purchases during the month *(net of returns, allowances, and discounts)* (B) \$ _____

Expenses

Advertising	\$ _____
Meals & Entertainment	\$ _____
Bad Debts	\$ _____
Insurance	\$ _____
Interest	\$ _____
Business tax, fees, licenses, dues, memberships & subscriptions	\$ _____
Office Expenses	\$ _____
Supplies	\$ _____
Legal, accounting, and other professional fees	\$ _____
Management	\$ _____
Subcontracts	\$ _____
Rent	\$ _____
Maintenance & Repairs	\$ _____
Salaries, wages & benefits <i>(including employer's contributions)</i>	\$ _____
Travel <i>(including transportation fees, accommodations & allowable portion of meals)</i>	\$ _____
Telephone	\$ _____
Delivery, Freight & Express	\$ _____
Other Expenses _____	\$ _____
_____	_____
_____	_____
_____	\$ _____

Total Business Expenses (C) \$ _____

Profit for the Month (A) – (B) – (C) \$ _____

Monthly Income & Expenses

For the Month of _____, 20____

Gross Business Income (A)\$ _____

Purchases during the month *(net of returns, allowances, and discounts)* (B)\$ _____

Expenses

Advertising	\$ _____
Meals & Entertainment	\$ _____
Bad Debts	\$ _____
Insurance	\$ _____
Interest	\$ _____
Business tax, fees, licenses, dues, memberships & subscriptions	\$ _____
Office Expenses	\$ _____
Supplies	\$ _____
Legal, accounting, and other professional fees	\$ _____
Management	\$ _____
Subcontracts	\$ _____
Rent	\$ _____
Maintenance & Repairs	\$ _____
Salaries, wages & benefits <i>(including employer's contributions)</i>	\$ _____
Travel <i>(including transportation fees, accommodations & allowable portion of meals)</i>	\$ _____
Telephone	\$ _____
Delivery, Freight & Express	\$ _____
Other Expenses _____	\$ _____
_____	_____
_____	_____
_____	\$ _____

Total Business Expenses (C)\$ _____

Profit for the Month (A) – (B) – (C) \$ _____

Monthly Income & Expenses

For the Month of _____, 20____

Gross Business Income (A)\$ _____

Purchases during the month *(net of returns, allowances, and discounts)* (B)\$ _____

Expenses

Advertising	\$ _____
Meals & Entertainment	\$ _____
Bad Debts	\$ _____
Insurance	\$ _____
Interest	\$ _____
Business tax, fees, licenses, dues, memberships & subscriptions	\$ _____
Office Expenses	\$ _____
Supplies	\$ _____
Legal, accounting, and other professional fees	\$ _____
Management	\$ _____
Subcontracts	\$ _____
Rent	\$ _____
Maintenance & Repairs	\$ _____
Salaries, wages & benefits <i>(including employer's contributions)</i>	\$ _____
Travel <i>(including transportation fees, accommodations & allowable portion of meals)</i>	\$ _____
Telephone	\$ _____
Delivery, Freight & Express	\$ _____
Other Expenses _____	\$ _____
_____	_____
_____	_____
_____	\$ _____

Total Business Expenses (C)\$

Profit for the Month (A) – (B) – (C) \$ _____

Monthly Income & Expenses

For the Month of _____, 20_____

Gross Business Income (A) \$ _____

Purchases during the month *(net of returns, allowances, and discounts)* (B) \$ _____

Expenses

Advertising	\$ _____
Meals & Entertainment	\$ _____
Bad Debts	\$ _____
Insurance	\$ _____
Interest	\$ _____
Business tax, fees, licenses, dues, memberships & subscriptions	\$ _____
Office Expenses	\$ _____
Supplies	\$ _____
Legal, accounting, and other professional fees	\$ _____
Management	\$ _____
Subcontracts	\$ _____
Rent	\$ _____
Maintenance & Repairs	\$ _____
Salaries, wages & benefits <i>(including employer's contributions)</i>	\$ _____
Travel <i>(including transportation fees, accommodations & allowable portion of meals)</i>	\$ _____
Telephone	\$ _____
Delivery, Freight & Express	\$ _____
Other Expenses _____	\$ _____
_____	_____
_____	_____
_____	\$ _____

Total Business Expenses (C) \$ _____

Profit for the Month (A) – (B) – (C) \$ _____

OFFICE IN HOME EXPENSES

Year 20_____	Electricity	Gas	Water	Other	Description
January					
February					
March					
April					
May					
June					
July					
August					
September					
October					
November					
December					
Totals					

Insurance on the home

Taxes on the home

Interest on Mortgage

Total square footage of home (including garage & basement)

Total square footage used for business

Draw the floor plans of your home showing dimensions of areas used for business. Include your garage and basement. Use back of page if necessary.