**Business or Professional Expenses**

**Profit & Loss Worksheet**

**(Omit Cents)**

|  |  |  |
| --- | --- | --- |
| Name of Business: | Gross Income (provide any 1099’s) | $ |
| Address: | Principal Business Activity: | |
| City State Zip | Product or Service: | |

|  |  |  |  |
| --- | --- | --- | --- |
| **Costs of Goods Sold** | | | |
| Beginning Inventory | $ | Materials & Supplies | $ |
| Purchases | $ | Other Costs | $ |
| Labor | $ | Ending Inventory | $ |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Expenses** | | | | |
| Accounting | $ | Overnight Expenses | | $ |
| Advertising | $ | Parking | | $ |
| Answering Service | $ | Postage | | $ |
| Bank Charges | $ | Rent – Business Property | | $ |
| Business Mileage |  | Rent – Vehicle/Mach./Equipment | | $ |
| Cash Shortages | $ | Repairs | | $ |
| Cell Phone | $ | Salaries & Wages | | $ |
| Collection Expenses | $ | Security & Safety | | $ |
| Commissions | $ | Storage | | $ |
| Dues & Publications | $ | Supplies | | $ |
| Education Expense | $ | Tax – Business Property | | $ |
| Employee Benefits | $ | Tax – Payroll | | $ |
| Equipment Rental | $ | Tax – Sales | | $ |
| Freight | $ | Telephone | | $ |
| Insurance: List Type | $ | Tools | | $ |
| Interest – Mortgage | $ | Uniforms | | $ |
| Interest – Other | $ | Utilities | | $ |
| Internet/DSL | $ | Other: | | $ |
| Janitorial Services | $ |  | | $ |
| Laundry/Cleaning | $ |  | | $ |
| Legal/Professional Fees | $ |  | | $ |
| Licenses & Permits | $ | Depreciable Items: Such as Equipment, Furniture, Computer, etc. Provide list with cost and date purchased. | | |
| Maintenance | $ |
| Meals & Entertainment | $ | Item: | Date: | $ |
| Miscellaneous | $ | Item: | Date: | $ |
| Office Supplies |  | Item: | Date: | $ |

|  |  |  |  |
| --- | --- | --- | --- |
| **Business Use of Home** | | | |
| Total Area of Home | Sq/Ft | Rent Paid for Year | $ |
| Area Used Exclusively for Business | Sq/Ft | Repairs & Maintenance | $ |
| Improvement to Home Office | $ | Utilities | $ |
| Insurance – Homeowners/Renters | $ | Other Specify: | $ |
| Mortgage Interest | $ | Other Specify: | $ |
| Real Estate Taxes | $ | Other Specify: | $ |

|  |  |  |
| --- | --- | --- |
| **Vehicle Expenses** | | |
| Year, Make, & Model of Vehicle: | Total Mileage |  |
| Date First Used for Business: | Business Mileage |  |
| Type of Vehicle: Car, Van, Truck: | Commuting Mileage |  |
|  | Personal Mileage |  |