

## Business Worksheet

BUSINESS NAME \_\_\_\_\_ ADDRESS \_\_\_\_\_  
BUSINESS ACTIVITY \_\_\_\_\_ CASH BASIS

HOW MANY MONTHS IN BUSINESS DURING YEAR # \_\_\_\_\_

**INCOME:**

Gross Receipts \_\_\_\_\_

**EXPENSES:**

Cost of goods Sold \_\_\_\_\_ Office Expense \_\_\_\_\_

Advertising \_\_\_\_\_ Rent/ Lease (veh/equip) \_\_\_\_\_

Car/ Expenses \_\_\_\_\_ Rent/Lease (other) \_\_\_\_\_

Commissions & Fees \_\_\_\_\_ Repairs & Maintenance \_\_\_\_\_

Contract Labor \_\_\_\_\_ Supplies \_\_\_\_\_

Employee Benefit Program \_\_\_\_\_ Taxes (Payroll) \_\_\_\_\_

Insurance (business only) \_\_\_\_\_ Taxes (other) \_\_\_\_\_

Interest (Pd to Banks) \_\_\_\_\_ Licenses \_\_\_\_\_

Interest (other) \_\_\_\_\_ Meals \_\_\_\_\_

Legal & Professional services \_\_\_\_\_ Travel \_\_\_\_\_

Bank charges \_\_\_\_\_ Utilities (other than home) \_\_\_\_\_

Subscriptions \_\_\_\_\_ Cell phone \_\_\_\_\_

Off Road Fuel Expense \_\_\_\_\_ Gross Wages \_\_\_\_\_

Total Miles Driven \_\_\_\_\_ Business Miles \_\_\_\_\_ Personal Miles \_\_\_\_\_

**NEW EQUIPMENT PURCHASED/CAPITAL IMPROVEMENTS**

Description Date Purchased Cost Trade in

**ASSETS SOLD OR DISPOSED OF**

Description Date Sold Date Acquired Original Cost Amt Received -

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**BUSINESS USE OF HOME**

Total Square Footage of your home\_\_\_\_\_

Total Square footage used for business\_\_\_\_\_

Mortgage interest paid \_\_\_\_\_

Property taxes paid \_\_\_\_\_

Total Electricity paid for the year\_\_\_\_\_

Total Gas (heat) paid for the year\_\_\_\_\_

Total Sanitation paid for the year\_\_\_\_\_

Total Water paid for the year\_\_\_\_\_

Homeowner's Insurance Paid for the year\_\_\_\_\_

Repair &amp; Maintenance paid exclusively for your home\_\_\_\_\_