Income & Expense Worksheet

Client:	Business Name:				Year:	
		Type 1040	1120	1065	990	0 Other
Gross Receipts (sales/fees)						
Business Expenses		Home Office Expenses				
Description	Amount	Total square	foot of ho	ome		
Accounting	11110 4110	Square foot u	ised for b	usiness		
Advertising		Rent				
Bank Charges		Mortgage Int				
Cleaning		Property Tax				
Commissions		Homeowner'	s Insuran	ce		
Computer service & supplies		Utilities				
Credit & collection costs		Repairs & In	nproveme	nts (Lis	t)	
Delivery cost						
Discounts			Δ1	uto Exp	enses	
Insurance		Gas & Oils	710	то вхр	CHSCS	
Rent (Not home Office)		Auto Insuran	ce			-
Repairs & Maintenance		Auto Repairs		ina		
Dues & Subscription		Total Miles (ing		
•		Business Mil		ar)		-
Equipment rent		Dusiness Will	cs (101 yc	ai)		
Business gifts						
Ink /Toner/Paper						
Janitorial			Ass	ets Pur	chased	
Laundry & cleaning			1 133	cts I ui	cnasca	
Legal and professional fees		Description		Date		Cost
Meals		<u>Description</u>		Date		Cost
Office Expense		Computer & Equi	ipment			
Outside Services/Sub-Contractor			-			
Tolls & Parking		Office Furniture				
Permits & Fees		Equipment				
Postage		Equipment				
Printing		Auto				
Security						
Supplies						
Tools			Taynar	von sa C	ontifica	tion
Training/education				yer 's C		
Telephone		•				this worksheet,
Travel			-	mowled	ge and	belief it is true,
Uniforms		correct, and c	omplete.			
Utilities						
Other:						-
		Signature		Date	e	

TOTAL EXPENSES: