

# YOUR BUSINESS INCOME AND EXPENSE ORGANIZER

Business Name:	FID Number
Business Address	Phone
Date Business Started	Type of Business
Products and/or Services	
<b>Inventory Cost:</b> Beginning of Year	End of Year
<b>GROSS INCOME \$</b>	Website, E-mail

<b>EXPENSES</b>			
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Advertising		Professional Fees	
Bank Charges		Promotional Events	
Car and Truck Expenses		Purchases (Items for Resale)	
Charitable Contributions		Referral Fees or Gifts	
Collection Expenses		Rent - Equipment, Furniture	
Commissions		Rent - Office, Building, Shop	
Decorating, Art, Plants		Rent - Vehicles	
Dues, Publications, Software		Repairs	
Employee Fringe Benefits		Retirement Plans	
Insurance - Health		Sanitation	
Insurance - Liability		Security	
Insurance - Other		Storage	
Interest - Mortgage		Sub-Contractors	
Interest - Other		Supplies	
Janitorial		Taxes (not Federal Income Tax)	
Lawn Care		Telephone Answering Service	
Legal and Accounting Fees		Telephone and Cellular	
Licenses, Permits, and Other		Tolls and Scale Fees	
Management Fees		Tools and Upkeep	
Materials		Travel (cost)	
Meals and Entertainment		Travel (miles)	
Meetings and Seminars		Travel (out of town)	
Money You Loaned the Business		" " Lodging	
Office Expenses		" " Meals	
Office Supplies		Utilities	
Outside Services		Wages	
Payroll Taxes		Water and Sewage	
Postage and Shipping		Web Access and Hosting	
Printing and Reproductions		Work Clothes and Upkeep	

<b>EQUIPMENT PURCHASES</b>	<b>DATE</b>	<b>COST</b>

<b>EMPLOYEES (NAME AND ADDRESS)</b>	<b>SOC SEC NO.</b>	<b>TOTAL WAGES</b>