

Business Income and Expense Worksheet

For Tax Year 20__

Revenue - Include copies of Sales Tax Returns filed if applicable

Gross Sales	<input type="text"/>		
Less: Sales Returns & Allowances	<input type="text"/>		
Net Sales		\$	-

Cost of goods sold

Beginning Inventory	<input type="text"/>		
Add: Purchases	<input type="text"/>		
Direct Labor - Subcontractors	<input type="text"/>		
Materials/Supplies	<input type="text"/>		
Tools	<input type="text"/>	\$	-
Less: Ending Inventory	<input type="text"/>		
Cost of Goods Sold		\$	-
<u>Gross Profit (loss)</u>		\$	-

Expenses

Rent	<input type="text"/>		
Insurance	<input type="text"/>		
Utilities	<input type="text"/>		
Wages (Gross Payroll)	<input type="text"/>		
Commissions	<input type="text"/>		
Supplies	<input type="text"/>		
Marketing/Advertising	<input type="text"/>		
Office Expenses	<input type="text"/>		
Repairs & Maintenance	<input type="text"/>		
Legal & Professional Fees	<input type="text"/>		
Travel (Hotel/Airfare/Tolls/Parking/Uber)	<input type="text"/>		
Interest paid	<input type="text"/>		
Website Fees	<input type="text"/>		
Credit Card Processing Fees	<input type="text"/>		
Payroll Service fees	<input type="text"/>		
Total Expenses		\$	-
<u>Net operating Income</u>		\$	-

Auto Expenses

Year, Make, and Model of Vehicle used for business _____

Total Mileage driven during year	<input type="text"/>
Less: Personal Mileage driven	<input type="text"/>
Business Mileage for year	