

## Organizer- Business Income & Expenses

ASSETS	Amount	EXPENSES	Amount
Checking Account Balance			
Inventory-Ending Balance		Auto-Repairs	
		Bank Service Charges	
<b>Equipment &amp; Date Purchased</b>	<b>Amount</b>	Casual Labor	
		Cleaning	
		Commissions Paid	
		Continuing Education	
		Dues & Subscriptions	
		Equipment Rental	
<b>Furniture &amp; Date Purchased</b>	<b>Amount</b>	Insurance-Health	
		Insurance-Liability	
		Insurance-Workmans Comp	
<b>Vehicles &amp; date purch</b>	<b>Amount</b>	Interest Expense	
		Internet Service	
		Legal Fees	
<b>INCOME/SALES</b>		Licenses	
Income/Sales		Meals (to market business)	
Interest Income		Office Expense	
Refunds		Office Supplies	
		Payroll	
		Payroll Fees(ADP/Paychex)	
<b>HOME OFFICE</b>	<b>Amount</b>	Personal Prop Tax (\$300)	
Square Footage of Home		Postage	
Square Footage of Office		Rent/Storage	
Gas & Electric		Repairs & Maintenance	
Water		Security Deposits	
Cable		Shipping	
Purchase price of home		Small Tools (Under \$250 Each)	
Homeowners Insurance		Subcontractors (need 1099-s)	
Security System		Taxes-personal property from business	
		Telephone-Business Line Only	
<b>EXPENSES</b>	<b>Amount</b>	Telephone-Cell (only business use)	
<b>Cost of Goods Sold: Inventory</b>		Tolls & Parking	
		Travel (Hotels,Air,Taxi)	
Accounting/Tax Prep Fees		Travel (Meals & Tips)	
Advertising/Marketing		Uniforms & Uniform cleaning	
Auto-Gas		Utilities-(not home office)	
Auto-Insurance			
Auto-# Business Miles Driven		<b>TOTAL EXPENSES</b>	

<b>COST OF GOODS</b>		<b>EXPENSES</b>	<b>AMOUNT</b>
Supplies/Materials		Office Expense	
<b>EXPENSES</b>		Payroll Fees(ADP/Paychex)	
Accounting		Personal Prop Tax (\$300)	
Advertising		Postage	
Answering Service		Rent	
Auto-Fuel		Repairs-Equipment	
Auto-Insurance		Salaries (Net Pay)	
Auto-Mileage(Miles Only)		Sales Tax	
Auto-Repairs		Security Deposits	
Auto-Tolls & Parking		Security System Costs	
Bank Services Charges		Subcontractors	
Cleaning		Supplies	
Credit Card Coll Fees		Telephone-Business	
Commissions Paid		Telephone-Cell Phones	
Continuing Education		Tools (Under \$250 Ea)	
Contributions		Travel (Hotels,Air,Taxi)	
Consultant		Travel (Meals & Tips)	
Dues & Subscriptions		Uniforms	
Equipment Rental		Utilities-(not home office)	
Business Entertain & Meals		941 Payments(made to bank)	
Gifts(Only allow \$25/client)		940 Fed Unempl	
Insurance-Health		MD Withhold Pay	
Insurance-Liability		MD Unemploy Pay	
Insurance-Life			
Insurance-Malpractice			
Ins-Workmans Comp			
Internet Service			
Interest Expense			
Legal			

Business License & Permits			
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