

**BUSINESS REVENUE & EXPENSE REPORT**

<b>Client:</b>	<b>EIN:</b>	<b>Tax Year:</b>
<b>Business Name:</b>	<b>TX Franchise #:</b>	
Accounting method: Cash or accrual?	In what year did you start or buy this business?	

Gross receipts / sales (include sales tax)	\$	Bank balance as of 12/31	\$
Returns & allowances	\$	Beginning inventory	\$
Interest income	\$	Purchases	\$
Other income	\$	Ending inventory	\$
Tax-exempt income	\$	Distributions	ATTACH

Advertising / marketing / promotion	\$	Rents / leases: office & bldg. space	\$
Gifts (\$25 per person limit)	\$	Rents / leases: land	\$
Meeting expenses	\$	Rents / leases: equipment	\$
Auto & truck expenses      AND	LIST ON BACK	Repairs & maintenance	\$
Mileage: total miles / business miles	LIST ON BACK	Janitorial	\$
Commissions & Fees	\$	Tools	\$
Bank charges	\$	Laundry & cleaning	\$
Credit card fees	\$	Repairs	\$
Contract Labor	\$	Maintenance	\$
Consultants	\$	Other: _____	\$
Outside Services	\$	<b><u>SALARIES &amp; WAGES</u></b>	
Independent contractors (1099-NEC)	ATTACH 1099s	Employee salaries & wages	\$
Depletion	ATTACH	<b><u>SUPPLIES (not included in COGS)</u></b>	
Depreciation	ATTACH	Fuel (for machines/equipment)	\$
Employee benefit programs	\$	Office supplies	\$
<b><u>INSURANCE</u></b>		Other: _____	\$
Building & equipment	\$	<b><u>TAXES &amp; LICENSES</u></b>	
Health premiums	\$	TX Franchise Tax	\$
Liability	\$	Local property tax	\$
Worker's compensation	\$	Payroll taxes: FICA	\$
Other insurance (other than health ins.)	\$	Payroll taxes: Medicare	\$
Interest: Mortgage	\$	Payroll taxes: Federal Unemployment (FUTA)	\$
Interest: Other	\$	Payroll taxes: State Unemployment (SUTA)	\$
<b><u>LEGAL &amp; PROFESSIONAL</u></b>		Foreign taxes	ATTACH
Accounting (tax preparation)	\$	Occupancy taxes	\$
Payroll processing expenses	\$	TX sales tax	\$
Other: _____	\$	Other taxes	\$
<b><u>OFFICE EXPENSES</u></b>		Licenses / permits	\$
Computer expenses	\$	<b><u>Travel &amp; Meals</u></b>	
Dues & subscriptions	\$	Travel	\$
Postage / shipping / freight	\$	Meals @ 100%	\$
Printing / copies	\$	<b><u>Utilities</u></b>	
Software	\$	Internet	\$
Security	\$	Telephone (all)	\$
Uniforms	\$	Water / Sewer / Waste	\$
Training & education	\$	Gas	\$
Other: _____	\$	Electric	\$
Other: _____	\$	<b><u>Other Expenses</u></b>	
Other: _____	\$	Other: _____	\$
Other: _____	\$	Other: _____	\$
Pensions & profit sharing	\$	Other: _____	\$

The above expenses are ordinary & necessary for my business operations. I have receipts to support these expenses.

X Date: \_\_\_\_\_