

BUSINESS REVENUE & EXPENSE REPORT

Client: _____ EIN: _____ Tax Year: _____

Business Name: _____ TX Franchise #: _____

Accounting method: Cash or accrual? _____ In what year did you start or buy this business? _____

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

Advertising / marketing / promotion	\$	Rents / leases: office & bldg. space	\$
Gifts (\$25 per person limit)	\$	Rents / leases: land	\$
Meeting expenses	\$	Rents / leases: equipment	\$
Meals with clients (entertainment not allowed)	\$	Repairs & maintenance	\$
Auto Mileage for Business Use of Vehicle(s):		Janitorial	\$
Use Vehicle & Home Office Worksheet	Worksheet	Tools	\$
Commissions & Fees	\$	Laundry & cleaning	\$
Bank charges	\$	Repairs	\$
Credit card fees	\$	Maintenance	\$
Contract / Other Labor (non-W-2)	Provide 1099s	Other: _____	\$
1099-NECs for > \$600 - total (provide copies)	\$	Salaries & Wages	
Other < \$600 (no 1099s) - total	\$	Employee salaries & wages	\$
Outside Services	\$	Supplies (not included in COGS)	
Depletion	ATTACH	Fuel (for machines/equipment)	\$
Depreciation	ATTACH	Office supplies	\$
Employee benefit programs	ATTACH	Other: _____	\$
Insurance		Taxes & Licenses	
Building & equipment	\$	TX Franchise Tax	\$
Health premiums	\$	Local property tax	\$
Liability	\$	Payroll taxes: FICA	\$
Worker's compensation	\$	Payroll taxes: Medicare	\$
Other insurance (other than health ins.)	\$	Payroll taxes: Federal Unemployment (FUTA)	\$
Interest: Mortgage	\$	Payroll taxes: State Unemployment (SUTA)	\$
Interest: Other	\$	Foreign taxes	ATTACH
Legal & Professional		Occupancy taxes	\$
Accounting (tax preparation)	\$	TX sales tax	\$
Payroll processing expenses	\$	Other taxes	\$
Other: _____	\$	Licenses / permits	\$
Office Expenses		Travel Away From Home (overnight):	
Computer expenses	\$	Lodging	\$
Dues & subscriptions	\$	Transportation (airfare, train, car rental, etc.)	\$
Internet	\$	Meals (total cost)	\$
Postage / shipping / freight	\$	Utilities	
Printing / copies	\$	Waste / refuse	\$
Software	\$	Water	\$
Security	\$	Sewer	\$
Uniforms	\$	Gas	\$
Telephone (all)	\$	Electric	\$
Training & education	\$	Other Expenses	
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: _____