

BUSINESS NAME: _____
 EIN: _____

TAX WORKSHEET FOR
 THE SMALL BUSINESS

Month _____ YEAR _____

		<u>AMOUNT</u>	<u>NOTES</u>
<u>INCOME</u>			
GROSS RECEIPTS		\$ -	
INTEREST INCOME		\$ -	
<u>EXPENSES</u>			
ACCOUNTING		\$ -	
ADVERTISING		\$ -	
AUTO EXPENSES			
	GAS	\$ -	
	REPAIRS & MAINTANCE	\$ -	
	MILEAGE	0	
	PARKING FEES & TOLLS	\$ -	
BANK CHARGES		\$ -	
COMMISSIONS		\$ -	
CONSULTING		\$ -	
CREDIT AND COLLECTION COST		\$ -	
DELIVERY		\$ -	
DUES & SUBSCRIPTIONS		\$ -	
EDUCATION & TRAINING		\$ -	
EMPLOYEE BENEFIT PROGRAM		\$ -	
CASUAL LABOR		\$ -	
OFF ROAD FUEL		\$ -	
GIFTS		\$ -	
INSURANCE			
	BUILDING& EQUIPMENT	\$ -	
	LIABILITY	\$ -	
	WORKERS COMP	\$ -	
	AUTO	\$ -	
INTEREST EXPENSE		\$ -	
JOB MATERIALS			
JANITORIAL		\$ -	
LAUNDRY & CLEANING		\$ -	
LEGAL & PROFESSIONAL		\$ -	
MARKETING		\$ -	
MEALS		\$ -	
OFFICE EXPENSE		\$ -	
PAYROLL PROCESSING		\$ -	
PERMITS & FEES		\$ -	
POSTAGE & SHIPPING		\$ -	
PRINTING		\$ -	
RENTS			
	EQUIPMENT		
	BUILDING& EQUIPMENT	\$ -	
REPAIR & MAINTENANCE			
SALARIES & WAGES	(COPY OF W-3 & W-2)	\$ -	

<u>PAGE 2</u>		<u>AMOUNT</u>	<u>NOTES</u>
SUBCONTRACTORS	(COPY OF 1096 & 1099)		
	WITH 1099	\$ -	
	WITHOUT 1099	\$ -	
SECURITY		\$ -	
SMALL TOOLS		\$ -	
SOFTWARE			
SUPPLIES (NOT OFFICE)		\$ -	
TAXES & LICENSES			
	MEDICARE	\$ -	
	SOCIAL SECURITY	\$ -	
(Copy of 940 Form)	940 FUTA	\$ -	
	SALES TAX PAID	\$ -	
(Copy of VEC qtr Reports)	STATE UNEMPLOYMENT	\$ -	
	FOREIGN TAXES PAID	\$ -	
	LICENSES	\$ -	
	MISC TAXES	\$ -	
UTILITIES			
	CELL PHONE	\$ -	
	LANDLINE PHONE	\$ -	
	ELECTRIC	\$ -	
	WATER	\$ -	
	GAS	\$ -	
	INTERNET	\$ -	
TRAVEL			
	LODGING	\$ -	
	PLANE/BUS/AUTO	\$ -	
UNIFORMS		\$ -	
WASTE REMOVAL		\$ -	
Inventory	Beginning	\$ -	
	purchases	\$ -	
	ending	\$ -	
MISC NOT LISTED			
EQUIPMENT SALE OR DISPOSAL			
	DATE		
	DESCRIPTION		
	PURCHASE PRICE		
EQUIPMENT SALE OR DISPOSAL			
	DATE		
	DESCRIPTION		
	SALE OR DISPOSAL PRICE		
EQUIPMENT SALE OR DISPOSAL			
	DATE		
	DESCRIPTION		
	SALE OR DISPOSAL PRICE		