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FOX TAX PLANNING AND PREPARATION

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BUSINESS INCOME/EXPENSE WORKSHEET

INCOME:	AMOUNT	DESCRIPTION
Total Income Received:		
Sales Tax Collected		Only if you Charge Sales Tax
COST OF GOODS SOLD:		
Total Production Costs:		Direct Costs to Make Products
Ending Inventory:		At Your Cost, Not Retail
EXPENSES:		
Advertising & Promotions		Anything for Promotion of Bus.
Total Miles Driven		All Miles on your Vehicle
Business Miles Driven		Business Miles on your Vehicle
Auto Expenses		Gas, Maintenance, Insurance
Commissions and Fees		
Subcontractors/Labor		Any Labor You Paid Out
Equipment Purchases		(List on Next Page)
Business Insurance		
Business Interest		Business Loans (incl. Auto)
Legal and Accounting		
Office and Postage		
Business Rent		Rent for Office or Practice Space
Equipment Rental		Includes Car Rentals and Equip.
Supplies		Any small items needed for Bus.
Equipment Repairs		
Travel		Airfare, Lodging--**Not Food or Auto**
Meals and Entertainment In Town		Business Meals with Others
Meals and Entertainment Out of Town		All Meals on Bus. Travel
Days Out of Town (Meal Per Diem)		List Locations and # of Days Sep.
Bank Charges		On Business Accounts
Dues and Subscriptions		Memberships, Magazines, Etc.
Research and Development		Books, Classes, Activities in Your Field
Cell Phone		Only your Plan, Not Extra Minutes
Business Phone		Extra Business Line--NOT 1st Home Line
Internet		
Computer Software		
Printing and Film Processing		For Business Photos
Parking		
Health Insurance Paid		
Costumes and Props (Performers)		Things for Stage Only
Personal Maintenance (Performers)		Direct Costs for Performance Image
Retirement Account Contributions		What Kind? Trad IRA, Roth, SEP, 401K?
Health Savings Account Contributions		Must have High Deductible Health Ins.
Business Gifts		Limited to $25 per person
Total Expenses		
NET INCOME		

**** Please list out any additional costs separately that do not fit into above categories.***