

Business Income and Expenses

Name

Year

2023

Income from sales / services	
less refunds to clients / customers	-
	= Gross revenue
Less: Cost of Goods Sold	
Net revenue	

Cost of goods sold:

Beginning Inventory		
+ purchases for resale		
- withdrawn for personal use		
- ending inventory		=

BUSINESS EXPENSES:

Auto and / or Truck expenses : use our worksheet	
Advertising & promotion	
Bank charges	
Cleaning and maintenance	
Commissions and Fees Paid	
Freight & Shipping	
Insurance (other than health)	
Interest: (not mortgage or car loans)	
Marketing and sales expenses	
Office Supplies & Expenses	
Postage & shipping	
Printing, Copying, Faxing	
Publications	
Rent: office	
Rent: equipment or storage	
Repairs	
Supplies and small tools	
Taxes, Licenses & Regulatory Fees	
Telephone (land line)	
Telephone (mobile)	
Utilities (for non-home business)	

BUSINESS EXPENSES: continued

Travel Expenses:

Parking, tolls, taxi, ride-share, bus, train, etc	
Lodging	
Airfare	
Car rental	
Total travel expenses	

Meals

Meals while traveling away from home	
Meals with clients or customers	
Sub-Total meals	
x 50% =	
Meals not subject to limitation	
Total Meals	

Equipment Purchased (not included in expenses above)	Date in service	Cost Basis	Notes

Equipment Disposed of (sold or lost)	Date disposed	money received (if any)	Notes