

Business:

Year:

## BUSINESS INCOME & EXPENSE WORKSHEET



	Beginning Bank Balance	January	February	March	April	May	June	July	August	September	October	November	December	TOTALS
<b>Income</b>														
<b><u>COST OF GOODS</u></b>														
Materials and Supplies														
Labor (Subcontractor)														
Payroll Wages (Employees)														
<b>Total Cost of Goods Sold</b>		\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
<b>Gross Profit</b>		\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
<b><u>EXPENSES</u></b>														
Accounting Fees														
Advertising														
Car and Truck Mileage														
Cell Phone														
Commissions and Fees														
Education and Training														
Employee Benefits Programs														
Health Insurance Premiums														
Insurance - Auto														
Insurance Business														
Internet														
Legal/ Professional Services														
Meals and Entertainment														
Office Expenses														
Office Supplies														
Payroll Taxes														
Postage														
Property Tax														
Rent														
Repair & Maintenance Vehicle														
Repairs and Maintenance Building														
Supplies														
Taxes and Licenses														
Travel														
Utilities														
Wages														
<b>Total Expenses</b>		\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
<b>Total Bank Balance</b>		\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
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