

Name: \_\_\_\_\_

### 1. General Expenses

- \$ \_\_\_\_\_ Accounting
- \$ \_\_\_\_\_ Advertising
- \$ \_\_\_\_\_ Answering service
- \$ \_\_\_\_\_ Bad debts
- \$ \_\_\_\_\_ Bank charges
- \$ \_\_\_\_\_ Bonds
- \$ \_\_\_\_\_ Business licenses
- \$ \_\_\_\_\_ Commissions
- \$ \_\_\_\_\_ Computer/accessories
- \$ \_\_\_\_\_ Contract labor
- \$ \_\_\_\_\_ Delivery & freight
- \$ \_\_\_\_\_ Dues and subscriptions
- \$ \_\_\_\_\_ Employee benefit programs
- \$ \_\_\_\_\_ Freight shipping
- \$ \_\_\_\_\_ Gifts
- \$ \_\_\_\_\_ Insurance
- \$ \_\_\_\_\_ Interest
- \$ \_\_\_\_\_ Janitorial
- \$ \_\_\_\_\_ Laundry & cleaning
- \$ \_\_\_\_\_ Legal & professional
- \$ \_\_\_\_\_ Licenses & permits
- \$ \_\_\_\_\_ Meals & entertainment (in full)
- \$ \_\_\_\_\_ Miscellaneous
- \$ \_\_\_\_\_ Office expenses
- \$ \_\_\_\_\_ Outside services
- \$ \_\_\_\_\_ Parking & tolls
- \$ \_\_\_\_\_ Pensions/profit sharing plans
- \$ \_\_\_\_\_ Postage
- \$ \_\_\_\_\_ Printing
- \$ \_\_\_\_\_ Promotion
- \$ \_\_\_\_\_ Rent
- \$ \_\_\_\_\_ Equipment leases
- \$ \_\_\_\_\_ Repairs & maintenance
- \$ \_\_\_\_\_ Salaries & wages
- \$ \_\_\_\_\_ Security
- \$ \_\_\_\_\_ Software
- \$ \_\_\_\_\_ Sponsorship

- \$ \_\_\_\_\_ Supplies
- \$ \_\_\_\_\_ Website & hosting
- \$ \_\_\_\_\_ State taxes
- \$ \_\_\_\_\_ Payroll taxes
- \$ \_\_\_\_\_ Real estate taxes
- \$ \_\_\_\_\_ Personal property taxes
- \$ \_\_\_\_\_ Telephone
- \$ \_\_\_\_\_ Tools
- \$ \_\_\_\_\_ Travel
- \$ \_\_\_\_\_ Uniforms
- \$ \_\_\_\_\_ Utilities
- \$ \_\_\_\_\_ Workers compensation

### 2. Auto Expenses

- \$ \_\_\_\_\_ Fuel, Oil
- \$ \_\_\_\_\_ Repairs
- \$ \_\_\_\_\_ Insurance
- \$ \_\_\_\_\_ DMV
- \$ \_\_\_\_\_ Wash/wax
- \$ \_\_\_\_\_ Auto club
- \$ \_\_\_\_\_ Lease payments
- \$ \_\_\_\_\_ Loan Interest
- \$ \_\_\_\_\_ Total miles driven
- \_\_\_\_\_ % for business use

### 3. Cost of Goods Sold

- \$ \_\_\_\_\_ Materials & supplies
- \$ \_\_\_\_\_ Sub-let labor
- \$ \_\_\_\_\_ Shop supplies