

Arts & Crafts

<u>Income</u>

Cash/Bank Deposits _____

Credit Card _____

1099 Income _____

Sales _____

<u>Inventory</u>

Beginning Inventory _____

Purchases _____

Cost of Labor _____

Materials & Supplies _____

Other Costs _____

Total of Above (a) _____

Ending Inventory (b) _____

Cost of Goods Sold (a)-(b) _____

<u>Professional Expenses</u>

Accounting _____

Advertising _____

Association Dues _____

Business Insurance _____

Commissions & Fees _____

Legal _____

Liability Insurance _____

Licenses _____

Subscriptions _____

Other _____

<u>Auto Travel (In Miles)</u>

Shows/Fairs _____

Continuing Education _____

Professional Meetings _____

Purchasing Trips _____

Other _____

Tolls/Parking (\$) _____

<u>Supplies & Expenses</u>

Art supplies _____

Business Meals _____

Computer Software _____

Computer Supplies _____

Craft Supplies _____

Computer Supplies _____

Entertainment _____

Equipment _____

Office Expenses _____

On-Line Charges _____

Photocopy expenses _____

Postage _____

Publications _____

Shipping _____

Stationary _____

Storage _____

Storage _____

Studio Rent _____

<u>Travel</u>

Airfare _____

Car Rental, Taxi, Bus, _____

Lodging _____

Meals _____

Parking and Tolls _____

Tips _____

<u>Office Equipment</u>

Calculator _____

Cellular Phone _____

Computer peripherals _____

Computers and Printers _____

Copier/Fax _____

Any item >\$500 should be listed separately