

Business Professionals

<u>Income</u>

Cash/Bank Deposits	
Credit Card	
1099 Income	
Sales	

<u>Cost of Goods Sold</u>

Beginning Inventory	
(+) Purchases	
(-) Personal Use	
(-) Samples	
(-) Labor Costs	
(-) Materials & Supplies	
(-) Other	
(-) Ending Inventory	
Cost of Goods Sold	

<u>Professional Expenses</u>

Accounting	
Advertising	
Association Dues	
Business Insurance	
Commissions & Fees	
Legal	
Liability Insurance	
Licenses	
Subscriptions	
Other	

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

Client Meetings	
Continuing Education	
Professional Meetings	
Purchasing Trips	
Other	
Tolls/Parking (\$)	

<u>Supplies & Expenses</u>

Briefcase	
Business Cards	
Business Meals	
Clerical Service	
Computer Software	
Computer Supplies	
Customer Lists	
Entertainment	
Equipment Repair	
FAX Supplies	
Gifts & Greeting Cards	
Office Expenses	
On-Line Charges	
Photocopy expenses	
Postage	
Shipping	
Stationary	
Technical Publications	
Other	

<u>Travel</u>

Airfare	
Car Rental, Taxi, Bus,	
Lodging	
Meals	
Parking and Tolls	
Tips	

<u>Equipment</u>

Calculator	
Cellular Phone	
Computer peripherals	
Computers and Printers	
Copier/Fax	
Other	