



Manual Profit & Loss

This section is **ONLY** for those business that do not maintain an automated bookkeeping system that provides a profit and loss statement, balance sheet and bank cask reconciliation of the business checking accounts with the ending balance of the year.

| Income | Amount | Cost of Goods Sold (For Manufacturing) | Amount |
|--------------------------------------|---------------|---|---------------|
| Sales | | Inventory at Beginning of Year | |
| Services | | Purchases | |
| 1099 Income (Provide Copies) | | Cost of Labor | |
| Other: | | Other Costs | |
| Total Income | | Inventory at End of Year | |
| Expenses | | | |
| Business Expenses | Amount | Business Expenses | Amount |
| Accounting | | Taxis | |
| Advertising | | Telephone | |
| Bank Charges | | Training | |
| Business Cards | | Transportation (Local) | |
| Cell Phone | | Utilities | |
| Commissions and Fees | | Wages (W-2) | |
| Computer Purchase | | Other: | |
| Contract Labor (1099 Employees) | | Other: | |
| Dues and Subscriptions | | Other: | |
| Education | | | |
| Employee Benefits | | Business Assets | |
| Employee Health Care Plans | | Equipment more than \$100 | |
| Entertainment & Business Meals | | Description of item (include date): | |
| Equipment – Less than \$100 per item | | | |
| Fees | | | |
| Gifts to Clients | | | |
| Insurance | | Vehicle Expense | |
| Interest – Other | | *Not Including Daily Commute | |
| Internet / Cable | | Lease amount per month | |
| Legal & Professional | | <i>If Purchased:</i> | |
| Licenses & Permits | | Total price of vehicle | |
| Lodging | | Gas | |
| Metro Card / Public Transit | | Parking and Tolls | |
| Office Expense | | Maintenance / Repairs | |
| Office Supplies | | Overall Mileage | |
| Parking and Tolls | | Business Mileage | |
| Pension Plan Fees | | <i>A diary of mileage is required</i> | |
| Postage & Shipping | | | |
| Publications | | Home Office Expense | |
| Rent – Equipment | | Total Square footage of home | |
| Rent – Other | | Square footage of office | |
| Repairs & Maintenance | | Rent | |
| Seminar & Conferences | | Utilities | |
| Software | | Phone | |
| Supplies | | Internet / Cable | |
| Taxes – Payroll (Provide W-3 Form) | | Insurance | |
| Taxes – Sales | | Improvements to office | |
| Taxes – Property | | Other: | |

*Please list all other expenses not shown on separate page