



EXPENSES AND INCOME SHEET **CORPORATE/SELF-EMPLOYED CLIENTS**

NAME OF BUSINESS:

OWNER:

INCOME:

OTHER INCOME:

EXPENSES:

ADVERTISING:

AUTO CLEANING (moving companies, ice cream truck, etc):

AUTO MILEAGE:

BANK CHARGES AND FEES:

BUSINESS TAX, LICENSE AND FEES (Sunbiz, Fl dept of Revenue):

BOOKS, PERIODICALS BUSINESS RELATED:

BUSINESS LIABILITY INSURANCE:

BUSINESS UTILITIES (electric, water, etc):

CLIENT GIFTS (i.e. Easter ham, bottle of wine, etc) *Maximum \$25/client \$50/couple:

COLLECTION COSTS:

CREDIT CARD FEES:

COLLECTION COSTS:

DUES AND SUBSCRIPTIONS:

EMPLOYEE BONUSES (paid out to employees or 1099's):

EQUIPMENT PURCHASES (laptops, desks, printers, etc):

EQUIPMENT RENTALS:

EQUIPMENT LEASE:

FRANCHISE FEES:

HEALTH INSURANCE:

HOLIDAY CLIENT PARTY:

INTEREST ON BIZ CREDIT CARD:

LAUNDRY/DRY CLEANING (for uniforms with visible permanent logo):

OFFICE CLEANING (professional cleaning service):

OFFICE EXPENSES (paper, pens, etc):

MANAGEMENT FEES PAID:

MEALS AND ENTERTAINMENT:

MEETING EXPENSES:

PARKING AND TOLLS:

POSTAGE:

PROFESSIONAL FEES (CPA or Atty):

PROPERTY INSURANCE (BUSINESS OFFICE SPACE/BUILDING):

RENT:

REPAIRS AND MAINTENANCE:

SECURITY SYSTEM:

SHIPPING:

SOFTWARE AND COMPUTER (Microsoft office, etc):

STORAGE UNIT FEES:

SUPPLIES (related to your specific business):

TELECOMMUNICATIONS (cell phone, fax, internet):

TELEPHONE OFFICE:

TRAINING AND EDUCATION:

TRAVEL (hotels, rental cars):

UNIFORMS (for uniforms with visible permanent logo):

WORKERS COMP INSURANCE: