

Please Report All The Income and Expenses That Your Business Had Last Year

YTD Total For 20_____

Revenues

Sales _____
Interest Income _____
Other Income _____
Sales Returns and Discounts _____

Cost of Sales

Equipment Fuel and Repairs _____
Freight and Shipping _____
Materials Cost _____
Subcontractors _____
Other (specify): _____
Other (specify): _____

Expenses

Accounting Expense _____
Advertising Expense _____
Auto Expenses _____
Bank Charges _____
Cash Over and Short _____
Charitable Contributions Exp _____
Commissions and Fees Exp _____
Credit Card Processing Fees _____
Dues and Subscriptions Exp _____
Employee Benefit Programs Exp _____
Gifts Expense _____
Income Tax Expense _____
Insurance Expense _____
Interest Expense _____
Laundry and Cleaning Exp _____
Legal and Professional Expense _____
Licenses and Fees Expense _____
Loss on NSF Checks _____
Maintenance and Repairs Expense _____
Meals and Entertainment Exp _____
Office Expense _____
Payroll Tax Expense _____
Penalties and Fines Exp _____
Postage Expense _____
Property Tax Expense _____
Rent or Lease Expense _____
Salaries (Officer) Expense _____
Salaries (Others) Expense _____
Supplies Expense _____
Travel Expense _____
Utilities Expense _____
Other (specify): _____
Other (specify): _____
Other (specify): _____

Please Report the Balances of All Business Assets and Liabilities (at year-end)

Balance as of 12/31/20 _____

ASSETS

Petty Cash _____
 Checking Account #1 _____
 Checking Account #2 _____
 Savings Account _____
 Accounts Receivable _____
 Employee Advances _____
 Other Receivables (specify): _____
 Inventory _____
 Furniture and Fixtures _____
 Equipment _____
 Vehicles _____
 Buildings _____
 Building Improvements _____
 Other Depreciable Property (specify): _____
 Other Depreciable Property (specify): _____
 Accumulated Depreciation _____
 Security Deposits _____
 Organizational Costs _____
 Accumulated Amortization _____
 Notes Receivable- Long-Term _____
 Other Assets (specify): _____
 Other Assets (specify): _____
 Other Assets (specify): _____

	Report
	These
	Items At
	Cost,
	Not
	FMV or
	Retail

LIABILITIES AND CAPITAL

Accounts Payable _____
 Business Line of Credit Payable _____
 Credit Cards Payable _____
 Other Payables (specify): _____
 Sales Tax Payable _____
 401 K Deductions Payable _____
 Federal Payroll Taxes Payable _____
 FUTA Tax Payable _____
 State Payroll Taxes Payable _____
 SUTA Tax Payable _____
 Loan Payable, Auto _____
 Loan Payable - Bank _____
 Owner Loans to Business _____
 Other Loan Payable (specify): _____
 Other Loan Payable (specify): _____
 Other Loan Payable (specify): _____
 Common Stock (corporations only) _____
 Paid-in Capital _____
 Owner's Personal Draws and Distributions _____
 Retained Earnings (corporations only) _____