

Small Business Worksheet

COMPANY NAME:

<u>DESCRIPTION</u>	<u>AMOUNT</u>			
SALES		Cash balance at year end		
		Miles driven for business		miles
EXPENSES		EQUIPMENT PURCHASED	Date	Amount
		Description	Bought	Paid
Materials/Cost of Goods				
Accounting				
Advertising				
Bank Charge				
Credit Card Fees				
Equip. Maint.				
Fees				
Insurance- Health				
Insurance-Liability				
Licenses				
Miscellaneous				
Outside Services				
Postage				
Printing				
Professional Fees				
Rents				
Repairs				
Shipping				
Software				
Supplies				
Taxes- Payroll				
Taxes- Property				
Taxes- State				
Telephone				
Utilities				
Wages				
Waste Management				
Other (enter your own description)				