

**Profit and Loss**

Tax Year: \_\_\_\_\_

|                                    |  |                                         |  |
|------------------------------------|--|-----------------------------------------|--|
| Business Name: _____               |  | New or Existing Business                |  |
|                                    |  |                                         |  |
| <b>Income</b>                      |  | Legal                                   |  |
| Uncategorized Income               |  | Licenses/Registration                   |  |
| Total Income Services              |  | Meals (50%) Deduction                   |  |
| Total Income Sales                 |  | Meals (100%) Deduction                  |  |
| <b>Total</b>                       |  | Miscellaneous Expense                   |  |
| <b>Cost of Goods Sold</b>          |  | Rent and/or Lease Payments              |  |
| Materials/Goods Purchased          |  | <b>Office Expenses</b>                  |  |
| Subcontractors/Day Labor           |  | OE Small Equipment                      |  |
| <b>Total</b>                       |  | OE Supplies                             |  |
| Gross Profit Sales minus COGS      |  | OE Postage                              |  |
|                                    |  | OE Software                             |  |
| <b>OPERATING EXPENSES</b>          |  | Supplies for Jobs                       |  |
| Advertising                        |  | Taxes Personal Property                 |  |
| <b>Auto Expenses</b>               |  | Travel                                  |  |
| AE Gas/Oil                         |  | <b>Utilities DIRECT NOT HOME OFFICE</b> |  |
| AE Insurance                       |  | Telephone                               |  |
| AE Parking & Tolls                 |  | Electric                                |  |
| AE Registration                    |  | Gas                                     |  |
| AE Repairs                         |  | Disposal                                |  |
| Bank Fees                          |  | Internet                                |  |
| Commissions for outside sales      |  | Water/Sewer                             |  |
| Continuing Education/Certification |  | <b>Payroll Expenses</b>                 |  |
| Credit Card Fees                   |  | Owner's Payroll                         |  |
| Donations                          |  | Employee Payroll                        |  |
| Dues/Memberships/Subscriptions     |  | Payroll Taxes                           |  |
| Gifts                              |  | Other: _____                            |  |
| Repairs & Maintenance - Equipment  |  | Other: _____                            |  |
| <b>Insurances</b>                  |  | Other: _____                            |  |
| Insurance – Life & Disability      |  | <b>Total Expenses</b>                   |  |
| Insurance - Health                 |  |                                         |  |
| Insurance - Liability              |  |                                         |  |
| Insurance - Worker's Comp          |  | <b>Net Profit Income - Expenses</b>     |  |
| Interest on Credit                 |  |                                         |  |
| Lead Generation (SEO)              |  |                                         |  |

**Profit and Loss**

Tax Year: \_\_\_\_\_

Business Name: \_\_\_\_\_

| Home Office Sq Ft   |  | Space Utilized                   |  |
|---------------------|--|----------------------------------|--|
| Electric            |  |                                  |  |
| Gas                 |  | Equipment Purchases (over \$500) |  |
| Internet            |  | Description                      |  |
| Telephone           |  | Date                             |  |
| Trash               |  | Cost                             |  |
| Water/Sewer         |  | Description                      |  |
| HOA Dues            |  | Date                             |  |
| Insurance           |  | Cost                             |  |
| Interest            |  | Description                      |  |
| Mortgage or Rent    |  | Date                             |  |
| RE Taxes            |  | Cost                             |  |
| Repairs/Maintenance |  |                                  |  |
| <b>Vehicle #1</b>   |  | Sold? If so Date, Price, Expense |  |
| Make/Model/Year     |  |                                  |  |
| Purchase Date       |  |                                  |  |
| Mileage Business    |  |                                  |  |
| Mileage Commuting   |  |                                  |  |
| Mileage Personal    |  |                                  |  |
| <b>Vehicle #2</b>   |  | Sold? If so Date, Price, Expense |  |
| Make/Model/Year     |  |                                  |  |
| Purchase Date       |  |                                  |  |
| Mileage Business    |  |                                  |  |
| Mileage Commuting   |  |                                  |  |
| Mileage Personal    |  |                                  |  |
| <b>Vehicle #</b>    |  | Sold? If so Date, Price, Expense |  |
| Make/Model/Year     |  |                                  |  |
| Purchase Date       |  |                                  |  |
| Mileage Business    |  |                                  |  |
| Mileage Commuting   |  |                                  |  |
| Mileage Personal    |  |                                  |  |

Owner Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Is your Payroll Self Prepared:

Do you use a Payroll Company?

I will need your W3

Have you filed all PR Reports?

Have you filed 1099's to Contractors?

I will need your 1096

How are you keeping your books? Software, By Bank Statements?