

Month of _____

Business Income

| | Date | Customer | Quantity | Cash sales | Credit sales | Gross sales | Sales tax collected* | Returns & allowances |
|--------------|------|----------|----------|------------|--------------|-------------|----------------------|----------------------|
| 1 | | | | | | | | |
| 2 | | | | | | | | |
| 3 | | | | | | | | |
| 4 | | | | | | | | |
| 5 | | | | | | | | |
| 6 | | | | | | | | |
| 7 | | | | | | | | |
| 8 | | | | | | | | |
| 9 | | | | | | | | |
| 10 | | | | | | | | |
| 11 | | | | | | | | |
| 12 | | | | | | | | |
| 13 | | | | | | | | |
| 14 | | | | | | | | |
| 15 | | | | | | | | |
| 16 | | | | | | | | |
| 17 | | | | | | | | |
| 18 | | | | | | | | |
| 19 | | | | | | | | |
| 20 | | | | | | | | |
| 21 | | | | | | | | |
| 22 | | | | | | | | |
| 23 | | | | | | | | |
| 24 | | | | | | | | |
| 25 | | | | | | | | |
| 26 | | | | | | | | |
| 27 | | | | | | | | |
| 28 | | | | | | | | |
| 29 | | | | | | | | |
| 30 | | | | | | | | |
| 31 | | | | | | | | |
| Total | | | | | | | | |

* Is sales tax included in gross sales? _____ Yes _____ No

Month of _____

Business Expenses

| | Date | Paid to | Description | Check or cash | Credit | 1 Total expenses | 2 Purchases | 3 Advertising | 4 Auto | 5 Dues & pubs | 6 Freight & trucking | 7 Insurance |
|--------------|------|---------|-------------|---------------|--------|---------------------|----------------|------------------|-----------|------------------|-------------------------|----------------|
| 1 | | | | | | | | | | | | |
| 2 | | | | | | | | | | | | |
| 3 | | | | | | | | | | | | |
| 4 | | | | | | | | | | | | |
| 5 | | | | | | | | | | | | |
| 6 | | | | | | | | | | | | |
| 7 | | | | | | | | | | | | |
| 8 | | | | | | | | | | | | |
| 9 | | | | | | | | | | | | |
| 10 | | | | | | | | | | | | |
| 11 | | | | | | | | | | | | |
| 12 | | | | | | | | | | | | |
| 13 | | | | | | | | | | | | |
| 14 | | | | | | | | | | | | |
| 15 | | | | | | | | | | | | |
| 16 | | | | | | | | | | | | |
| 17 | | | | | | | | | | | | |
| 18 | | | | | | | | | | | | |
| 19 | | | | | | | | | | | | |
| 20 | | | | | | | | | | | | |
| 21 | | | | | | | | | | | | |
| 22 | | | | | | | | | | | | |
| 23 | | | | | | | | | | | | |
| 24 | | | | | | | | | | | | |
| 25 | | | | | | | | | | | | |
| 26 | | | | | | | | | | | | |
| 27 | | | | | | | | | | | | |
| 28 | | | | | | | | | | | | |
| 29 | | | | | | | | | | | | |
| 30 | | | | | | | | | | | | |
| 31 | | | | | | | | | | | | |
| Total | | | | | | | | | | | | |

| | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 20 |
|----|----------|-------------|----------------------|-----------------|--------------------|------|---------|-------|----|-----------|----|-------|----|
| | Interest | Labor hired | Legal & professional | Office supplies | Operating supplies | Rent | Repairs | Taxes | | Utilities | | Misc. | |
| 1 | | | | | | | | | | | | | |
| 2 | | | | | | | | | | | | | |
| 3 | | | | | | | | | | | | | |
| 4 | | | | | | | | | | | | | |
| 5 | | | | | | | | | | | | | |
| 6 | | | | | | | | | | | | | |
| 7 | | | | | | | | | | | | | |
| 8 | | | | | | | | | | | | | |
| 9 | | | | | | | | | | | | | |
| 10 | | | | | | | | | | | | | |
| 11 | | | | | | | | | | | | | |
| 12 | | | | | | | | | | | | | |
| 13 | | | | | | | | | | | | | |
| 14 | | | | | | | | | | | | | |
| 15 | | | | | | | | | | | | | |
| 16 | | | | | | | | | | | | | |
| 17 | | | | | | | | | | | | | |
| 18 | | | | | | | | | | | | | |
| 19 | | | | | | | | | | | | | |
| 20 | | | | | | | | | | | | | |
| 21 | | | | | | | | | | | | | |
| 22 | | | | | | | | | | | | | |
| 23 | | | | | | | | | | | | | |
| 24 | | | | | | | | | | | | | |
| 25 | | | | | | | | | | | | | |
| 26 | | | | | | | | | | | | | |
| 27 | | | | | | | | | | | | | |
| 28 | | | | | | | | | | | | | |
| 29 | | | | | | | | | | | | | |
| 30 | | | | | | | | | | | | | |
| 31 | | | | | | | | | | | | | |
| T | | | | | | | | | | | | | |

Sale of Machinery or Equipment

Property Purchased

NAME _____

Wage Record

Annual Summary of Income

| Month | Quantity | Cash sales | Credit sales | Gross sales | Sales tax collected* | Returns & allowances |
|------------------------|----------|------------|--------------|-------------|----------------------|----------------------|
| January | | | | | | |
| February | | | | | | |
| March | | | | | | |
| Quarter 1 total | | | | | | |
| April | | | | | | |
| May | | | | | | |
| June | | | | | | |
| Quarter 2 total | | | | | | |
| July | | | | | | |
| August | | | | | | |
| September | | | | | | |
| Quarter 3 total | | | | | | |
| October | | | | | | |
| November | | | | | | |
| December | | | | | | |
| Quarter 4 total | | | | | | |
| Year total | | | | | | |

* Is sales tax included in gross sales? Yes No

Annual Summary of Expenses

| Month | 1 Total expenses | 2 Purchases | 3 Advertising | 4 Auto | 5 Dues & pubs | 6 Freight & trucking | 7 Insurance | 8 Interest | 9 Labor hired | 10 Legal & professional |
|----------------------|------------------------|----------------|------------------|-----------|------------------|----------------------------|----------------|---------------|---------------------|-------------------------------|
| January | | | | | | | | | | |
| February | | | | | | | | | | |
| March | | | | | | | | | | |
| 3 month total | | | | | | | | | | |
| April | | | | | | | | | | |
| May | | | | | | | | | | |
| 5 month total | | | | | | | | | | |
| June | | | | | | | | | | |
| July | | | | | | | | | | |
| August | | | | | | | | | | |
| 8 month total | | | | | | | | | | |
| September | | | | | | | | | | |
| October | | | | | | | | | | |
| November | | | | | | | | | | |
| December | | | | | | | | | | |
| Year total | | | | | | | | | | |

| Month | 11 Office supplies | 12 Operating supplies | 13 Rent | 14 Repairs | 15 Taxes | 16 Utilities | 17 | 18 | 19 | 20 Misc. |
|----------------------|--------------------------|-----------------------------|------------|---------------|-------------|-----------------|----|----|----|-------------|
| January | | | | | | | | | | |
| February | | | | | | | | | | |
| March | | | | | | | | | | |
| 3 month total | | | | | | | | | | |
| April | | | | | | | | | | |
| May | | | | | | | | | | |
| 5 month total | | | | | | | | | | |
| June | | | | | | | | | | |
| July | | | | | | | | | | |
| August | | | | | | | | | | |
| 8 month total | | | | | | | | | | |
| September | | | | | | | | | | |
| October | | | | | | | | | | |
| November | | | | | | | | | | |
| December | | | | | | | | | | |
| Year total | | | | | | | | | | |