

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
1	Interest	Labor hired	Legal & professional	Office supplies	Operating supplies	Rent	Repairs	Taxes	Utilities				Misc.
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

[illegible]

Property Purchased

[illegible]

Wage Record

[illegible]

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										