

BUSINESS FINANCIAL INFORMATION ORGANIZER
 COMPANY NAME: _____
 For Year Ending _____

Attach	Part 1 Income		
	Gross receipts or sales	\$	
	Returns and allowances	\$	
	Other income:		
	Interest income	\$	
	_____	\$	
	_____	\$	
	Part 2 Cost of Goods Sold		
	Inventory at beginning of year	\$	
→	Inventory at end of year (attach Inventory Worksheet)	\$	
	Purchases of inventory	\$	
	Cost of labor directly related to service or production of goods		
	Employees	\$	
	Officers and owners	\$	
→	Subcontractors (attach copy of 1096 and 1099's)	\$	
	Other costs:		
	Supplies	\$	
	Equipment rental	\$	
	_____	\$	
	_____	\$	
	Part 3 Expenses		
	Advertising	\$	
	Automobile & truck expense (enter mileage in Part 4)		
	Gas and oil	\$	
	Interest	\$	
	Maintenance & repairs	\$	
	Parking & tolls	\$	
	Registration and licenses	\$	
	Vehicle Insurance	\$	
	Bad debts	\$	
	Bank charges	\$	
	Charitable contributions	\$	
	Commissions and fees	\$	
	Computer services, website and supplies	\$	
	Credit card fees	\$	
	Dues and subscriptions	\$	
→	Fixed asset purchases (attach Fixed Asset Worksheet)	\$	
→	Insurance, other than health (attach Insurance Worksheet)		
	General liability	\$	
	Workers' compensation	\$	
	Interest		
	Credit card interest	\$	
	Loan interest	\$	
→	Mortgage (attach 1098 or interest statement from lender)	\$	
	Other	\$	
	Office expense	\$	

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	Employee benefit plans		
	Officer or owner health insurance expense	\$	
→	Employee health insurance (attach policy & invoice)	\$	
	Retirement plans (Simple, 401(k), etc.)	\$	
	All other benefit plan expenses	\$	
	Laundry and cleaning	\$	
	Meals and entertainment	\$	
	Postage	\$	
	Printing	\$	
	Professional fees		
	Accounting	\$	
	Legal	\$	
	Rent or lease expense		
	Machinery and equipment	\$	
	Office or building	\$	
	Other business property	\$	
	Repairs and maintenance, not including fixed assets	\$	
→	Salary and wages (attach payroll register for the year)		
	Officers and owners	\$	
	Employees other than officers and owners	\$	
	Subcontractors	\$	
	Casual labor	\$	
	Security	\$	
	Supplies	\$	
	Taxes and licenses		
	Licenses and permits	\$	
	Payroll taxes	\$	
	Personal property tax	\$	
	Other business taxes	\$	
	Training and education	\$	
	Travel, not including automobile expenses	\$	
	Telephone	\$	
	Utilities		
	Gas and electricity	\$	
	Internet	\$	
	Water	\$	
	Other Expenses:		
	_____	\$	
	_____	\$	
	Part 4: Information for Standard Mileage Deduction		
	(complete for each vehicle being claimed)		
	Make, model & year		
	Date purchased or placed in service		
	Purchase price		
	Beginning odometer reading		
	Ending odometer reading		
	Total number of miles vehicle was driven during the year for:		
	Business purposes		
	Commuting to and from work		
	Other, including personal use		
	Do you have written evidence to support your deduction?		

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Part 5: Balance Sheet Information		
Assets		
➔	Cash - attach 12/31 bank reconciliations	
	Checking	\$
	Savings	\$
	Petty Cash	\$
	Accounts Receivable (amount due from customers)	\$
	Other Receivables (Employee Advances)	\$
	Security Deposits Paid	\$
➔	Fixed Assets (review Depreciation & Amorization Report)	\$
Liabilities		
➔	Accounts Payable (amount owed to vendors) - attach list	\$
➔	Credit Cards - attach list	\$
➔	Payroll Taxes - attach list	\$
	Sales Tax	\$
➔	Other Payables - attach list	\$
➔	Loans and Leases (attach Loans and Leases Summary)	\$
	Secuirty Deposits Held	
Equity		
	Shareholder/Owner contributions during tax year	
	Date of contribution: ___/___/___	\$
	Date of contribution: ___/___/___	\$
	Date of contribution: ___/___/___	\$
	Shareholder/Owner distributions (non-payroll) during tax year	
	Date of distribution: ___/___/___	\$
	Date of distribution: ___/___/___	\$
	Date of distribution: ___/___/___	\$
	Was there a change in ownership during the year? If yes, explain.	

