

Accounting Play All Rights Reserved

| | |
|---------------------------|--|
| Business name | |
| Business industry | |
| Business start date | |
| EIN # | |
| CA FTB taxes paid to date | |
| Basis of accounting | |

Revenue

Inventory to determine cost of goods sold

| | |
|-------------------------------|--|
| Beginning inventory | |
| Purchases (Add +) | |
| Ending inventory (Subtract -) | |

Cost of goods sold

Expenses

| | |
|---|--|
| Advertising | |
| Amortization (non-cash expense associated with intangible assets) | |
| Answering service | |
| Bad debts from sales or service | |
| Bank charges | |
| Car and truck expenses (not entered elsewhere) | |
| Car and truck expenses | |
| Cleaning/janitorial services | |
| Commissions | |
| Contract labor | |
| Delivery and freight | |
| Depreciation (non-cash expense associated with physical assets) | |
| Dues and subscriptions | |
| Employee benefit programs | |
| Gifts for customers (\$25 deduction limit for each) | |
| Insurance, health for employees | |
| Insurance (other than health) | |
| Internet | |
| Mortgage interest (paid to banks, etc) | |

Expenses continued

| | |
|---|--|
| Other interest (not entered elsewhere) | |
| Janitorial | |
| Laundry and cleaning | |
| Legal and professional | |
| Miscellaneous | |
| Office expense | |
| Outside services | |
| Parking and tolls | |
| Pension and profit sharing plans - contributions | |
| Pension and profit sharing plans - admin and education costs | |
| Postage | |
| Printing | |
| Rent - vehicles, machinery, & equipment (not entered elsewhere) | |
| Rent - other | |
| Repairs | |
| Security | |
| Supplies | |
| Taxes - real estate | |
| Taxes - payroll | |
| Taxes - sales tax included in gross receipts | |
| Taxes - other (not entered elsewhere) | |
| Telephone | |
| Tools | |
| Travel | |
| Total meals and entertainment in full (50%) | |
| Uniforms | |
| Utilities | |
| Wages | |

Total expenses

(Revenue - Cost of goods sold - total expenses)

Profit (loss) before adjustments

Expense adjustments

| | |
|--|--|
| Add meals and entertainment in full (50%) | |
| Business use of home, *Assuming profits before business use of home* | |
| Other additions and adjustments | |

Total adjustments

Profit or loss before adjustments + or - total adjustments

Taxable income

Car and truck expenses

Vehicle description

Total mileage on vehicle

Business mileage (do not include your commute) (flows to profit and loss)

Home office information (exclusive business use)

Total property square footage

Business square footage

Business use percent

Extras

100% of home expenses

Total rent or interest payments

Tax

Repairs

Utilities

Insurance

Other

Other

Total 100% of home expenses

Business use of home based upon business use percent

Information for accountant to adjust books:

Total principal and interest payments for fixed assets

Total interest portion included in the payments on the loan

Assets purchased not included in expense

Assets contributed to business and any associated debt

Asset loan payments not included in expenses

Significant building improvements (capitalized)

Medical insurance paid for business owner

Charitable donations from business account