

ELITE

TAX PARTNERS



INCOME	
Sales	
Other income	
EXPENSES	
Advertising	
Association dues	
Bad debts	
Bank/credit card fees	
Casual labor (e.g. form 1099)	
Cleaning/Maintenance	
Continuing education	
Dues & subscriptions	
Employee benefit programs	
Gifts (\$25 per person)	
Insurance, health - employee	
Insurance, liability	
Insurance, health - owner	
Interest, business loans	
Legal/Professional Fees	
Licenses & fees	
Meals & entertainment	
Miscellaneous	
Office supplies	
Officer compensation	
Other	
Outside services	
Postage	
Printing	
Publications	
Rent, equipment	
Rent, realestate	
Repairs & maintenance	
Security	
Supplies	
Taxes	
Telephone	
Tools & equipment	
Uniforms	
Utilities	
Website, computer, software	

AUTO EXPENSES	
Total miles driven	
Total business miles	
Fuel	
Repairs	
Insurance	
Tolls & Parking	
COST OF GOODS SOLD	
Beginning of year inventory	
Purchases	
Items for personal use	
End of year inventory	
EQUIPMENT PURCHASED (over \$2500)	
Item #1	
Date purchased	
Cost of item	
Item #2	
Date Purchased	
Cost of Item	
Item #3	
Date Purchased	
Cost of Item	
SALES OF ASSETS	
Item #1	
Date Sold	
Amount Received	
Item #2	
Date Sold	
Amount Received	
Item #3	
Date Sold	
Amount Received	