

Income

- Gross Receipts from Sales or Services
- Returns and Allowances
- Other Business Income

Inventory

- Beginning inventory
- Purchases
- Ending Inventory
- Other Materials & Supplies Purchased

Expenses

- Advertising
- Computer & Internet Expenses
- Website and Webhosting
- Transactions and Processing Fees
- Bank Fees
- Uniforms
- Travel Expenses
- Business Mileage Log
- Odometer Readings - beginning and ending
- Make and Model of Vehicles
- Airfare
- Hotel
- Meals at 50% and Meals at 100%
- File Form 1099-MISC and 1096 as necessary
- Cost and Purchase Date of Large Purchases
- Sales Price of Assets Sold
- Insurance
- Worker's Compensation
- Errors and Omissions
- Credit Card Interest
- Business Loan Interest
- Investment Expense and Interest on Assets, PP&E
- Professional Fees, Lawyer Fees, Accountant Fees
- Bookkeeping Expenses
- Office Supplies: Ink, Toner, Paper, Computer Expense
- Postage and Freight
- Printing Expenses
- Office Rent Expense and Other Rent Expense
- Machinery and Equipment
- Home Office: Square Footage of Office Space and Total Square Footage of Home
- Mortgage Interest or Rent Paid and Property Tax Paid
- Repairs and Maintenance to Office Space
- Homeowner's or Renters' Insurance
- Utilities
- Wages Paid
- Forms W-2 and W-3
- Subcontractors – Form 1099 and 1096
- Estimated Tax Payments Made
- Contributions to 401k, SEP, Retirement Plans
- Health Insurance and Life Insurance
- Other Expenses