

MANUAL PROFIT & LOSS

This section is **ONLY** for those businesses that do not maintain an automated bookkeeping system that provides a profit and loss statement, balance sheet and bank cash reconciliation of the business checking accounts with the ending balance for the year.

A8 BUSINESS ASSET PURCHASES & IMPROVEMENTS

Date Purchased	Description	Cost	Date Purchased	Description	Cost
/ /			/ /		
/ /			/ /		

A9 BUSINESS ASSET SALES & DISPOSITIONS

Date of Disposition	Description	Sales Price	Date of Disposition	Description	Sales Price
/ /			/ /		
/ /			/ /		

A10 INCOME

Gross Receipts or Sales	
Returns and Allowances	
Cost of Goods Sold (from A11)	
Gross Profit	
Other Income	

A11 COST OF GOODS SOLD

Inventory at Beginning of Year	
Purchases	
Cost of Labor	
Other Costs	
Inventory at the End of the Year	

A12 BANK RECONCILIATION

Balance at the beginning of the tax year		Balance at the end of the tax year	
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A13 EXPENSES



marker indicates payments that may require the issuance of a 1099 if the annual amount you paid to an individual is \$600 or more. Failure to issue 1099s could lead to the loss of the deduction for that expense and/or monetary penalties.

Business Expense	Amount	Business Expense	Amount
Advertising		Legal & Professional	
Automobile Expenses (list details separately)		Licenses (list multi-year licenses & permits under "other")	
Bad Debts		Office Expense	
Commissions and Fees		Pension Plan Fees	
Contract Labor		Rent – Equipment	
Dues & Publications		Rent – Other	
Employee Benefit Plans		Repairs	
Employee Health Care Plans		Supplies	
Entertainment & Business Meals (100%)		Taxes – Payroll (Do not include amounts withheld from employees)	
Equipment – less than \$100 per item		Taxes – Sales	
Equipment – \$100 or more per item (Enter these expenses in Section A8)		Taxes – Property	
Freight		Telephone	
Gifts (Limited to \$25 per person)		Utilities	
Insurance (Provide details of type and amount)		Wages (W-2) (Generally the amount from line 1 of the 2010 form W3)	
Interest - Mortgage		Other Expenses	
Interest - Other		Other:	
Internet Service		Other:	
Lease Improvements (Enter these expenses in Section A8)		Other:	