Business check-list

#	Item	
1	[] **Gross Sales (retail $ amount received from customers)**	
2	[] Less Returns	
3	[] (line 1 minus line 2)	
4	[] Inventory at beginning of year	
5	[] Total purchases for year (wholesale)	
6	[] (line 4 plus line 5)	
7	[] Personal use items (wholesale)	
8	[] (line 6 minus line 7)	
9	[] Inventory at end of year (wholesale)	
10	[] Cost of good sold (line 8 minus line 9)	
11	[] Gross Profit (line 3 minus line 10)	
12	[] Other Income	
13	[] **Gross Income (line 11 plus line 12)**	
14	[] Advertising	
15	[] Bad Debts (previously reported in gross income)	
16	[] Bank Service Charges	
17	[] Car / Truck Expenses	
18	[] Commissions	
19	[] Depreciation	
20	[] Dues/ Publications	
21	[] Employee Benefit Programs	
22	[] Freight / Shipping Costs	
23	[] Insurance	
24	[] Interest (mortgage related to business)	
25	[] Interest (Other related to business)	
26	[] Laundry / Cleaning	
27	[] Legal / Professional Fees	
28	[] Office Expenses (or % of home use expenses)	
29	[] Pension / Profit Sharing	
30	[] Rent on Business Property	
31	[] Repairs - less than $500. per invoice	
	[] Repairs - more than $500. per invoice	
	[] Repairs - more than $500. per invoice / use less than 1 year	
32	[] Supplies - items used within a year	
	[] Supplies - more than $500. per invoice	
	[] Supplies - more than $500. per invoice / use less than 1 year	
33	[] Taxes	
34	[] Travel	
35	[] 50% of meal cost related to business	
36	[] Utilities (electric, phone, etc.)	
37	[] Wages Paid to Others	
38	[] Other _____	
39	[] Other_____	
40	[] **Total Expenses (add lines 14 thru 40)**	
41	[] **Net Profit (line 13 minus line 41)**	