

## GENERAL BUSINESS EXPENSE ORGANIZER

**Name:** \_\_\_\_\_

**Business Activity:** \_\_\_\_\_

**Year:** \_\_\_\_\_

### INCOME

INCOME		Include all cash, checks, 1099, and merchant payments.
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### BUSINESS EXPENSES

ADVERTISING		This includes all print advertising as well as any freebies or mark downs (word of mouth advertising)
COMMISSIONS & FEES		This includes what you paid to others in the form of bonus' and all fees
CONTRACT LABOR		This includes payments to individuals or companies
INSURANCE		This includes business insurance, errors and omissions, and vehicle
INTEREST		This includes interest on all business credit cards, and vehicles
INTEREST PAID ON MORTGAGE		This is interest on your office building. Do not include the interest on your personal home
LEGAL & PROFESSIONAL SERVICES		What you pay for legal service, accounting fees, or any other professional service
OFFICE EXPENSES		This includes paper, printer, toner, pens, pencils, coffee, toilet paper etc. – anything you have to buy to keep the office running

PENSION/PROFIT SHARING		This is your company paid pension and any match shared with employees
RENT OF OFFICE SPACE		If you rent a space outside of your personal home
RENT OF EQUIPMENT		This includes anything you rented to complete a job
REPAIRS & MAINTENANCE		This includes repairs on equipment (DO NOT include auto -this is reported on a separate sheet)
TAXES & LICENSES		This includes the cost to register your vehicles, sales tax, payroll taxes, and any other fees associated with licensure
BUSINESS TRAVEL		This includes meals, lodging, entrainment, and transportation for the business owner while conducting business out of town
BUSINESS MEALS		This includes any and all meals eaten while working whether or not you are alone or with clients/colleagues.
CELL PHONE/LAND LINE		If you share your cell account with a non-business owner, include only the amount allocated to the business owner(s)
INTERNET (home or office)		If this is bundled with your television package, include only the internet portion
UTILITIES (non- home office only)		This includes utilities for an official office space – do not include any home office expenses
WAGES PAID TO EMPLOYEES ON W2		Do not include any contractor payments – only salaried employees
BANK FEES		Any service fee incurred on a business account
CONTINUING EDUCATION		Courses you elect to keep credentials or improve your skills
DRY CLEANING		This includes any dry cleaning for business clothing only
POSTAGE/SHIPPING COSTS		US Mail, Fed Ex, UPS etc. – plus the cost of packaging supplies
PROFESSIONAL UNIFORMS		This includes clothing with your logo or any other clothing, shoes, or accessories used only in the business
SUBSCRIPTIONS & DUES		This includes any subscription to media, software, print and any association dues related to your business,
OTHER		Any expense that you are uncertain of or does not fall into one of the above categories. Please list each item and the amount.

## OFFICE IN HOME

PERCENTAGE OF HOME USED FOR OFFICE SPACE		Calculate this by dividing the square footage of your office by the square footage of your home
ANNUAL RENT		<b>Do not include mortgage</b> if you are a home owner – this will be entered in a separate place on the return. Do not include how much you spent office rent -this is for the home office only
ANNUAL ELECTRIC BILL		For the home office only – do not include a rented office space
ANNUAL GAS BILL		For the home office only – do not include a rented office space
ANNUAL HOA		For the home office only – do not include a rented office space
ANNUAL LANDSCAPING AND OR HOUSEKEEPING		Include this amount ONLY IF you have clients in your home to conduct business
ANNUAL PEST CONTROL		Include this amount ONLY IF you have clients in your home to conduct business
ANNUAL RENTERS INSURANCE		For the home office only – do not include a rented office space
ANNUAL WATER BILL		For the home office only – do not include a rented office space

## COST OF GOODS SOLD

Use this section **if** you purchase supplies and materials and then pass the cost of the purchase onto your client

OR

If you have inventory associated with your business

BEGINNING OF THE YEAR INVENTORY		If you are a returning client of KR tax, we have this number already
END OF THE YEAR INVENTORY		The dollar value of unsold purchases as of 12/31
COST OF LABOR		Enter amount here if you did not include it above in the contract labor or wage section
MATERIALS & SUPPLIES		The cost of the purchases you make to complete the project
PERSONAL USE		This includes the items that are purchased for personal use

## ASSET PURCHASES

An asset in item that you purchased for business with a value of \$2500 or more. This section **does not include** vehicle purchases. Vehicle info is to be included on the vehicle expense organizer

NAME OF ASSET	PURCHASE DATE	PURCHASE PRICE
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		

### Physical documents to submit with this organizer:

1. Any 1099 Misc. forms reporting income paid to you or your company
2. Forms W2 for yourself and your employees AND form W3
3. If you issued 1099s to contractors, please submit the 1099s and 1096
4. If you have a mortgaged business, building please provide the 1098

Write any other info you feel is pertinent here if not included previously in this document: