Alma's Accounting & TAX SERVICES

CLIENT INCOME & EXPENSE SHEET

TOTAL INCOME _____

NAME OF BUSINESS _____

EXPENSES

CATEGORY	AMOUNT
ADVERTISING	
PAYROLL	
BUSINESS INSURANCE	
HEALTH INSURANCE	
LEGAL/PROFESSIONAL	
RENTAL PROPERTY	
COST OF GOOD SOLD	
SUPPLIES	
TAXES	
TRAVEL	
MEALS & ENTERTAINMENT	
UTILITIES	
CELL PHONE/TELEPHONE	
UNIFORMS	
GAS OR MILEAGE	
LICENSE FEES	

EXPENSES

CATEGORY	AMOUNT
RENT	
EQUIPMENT	
INTERNET	
MEMBERSHIPS/SUBSCRIPTIONS	
BANK FEES	
INTEREST PAID OUT	
CONTINUED EDUCATION	
ASSETS PURCHASED (NAME, DATE OF PURCHASE, AND TOTAL SPENT)	

NOTES

_____

_____

_____

_____

_____

_____

BY SIGNING BELOW, CLIENT AGREES THAT THE ABOVE FIGURES ARE ACCURATE.

SIGNATURE _____