

Annual Cash Journal Overview

Physical Year: _____

If desired, import this data into your favorite spreadsheet program: Set up corresponding file folders and sections in your physical file cabinet.

Start up capital (if applicable):
Sales Income (gross):
Sales Purchases (courses, eBooks, software etc.):
Your beginning and ending Inventory (if applicable):
Business loan repayments:

EXPENSES

Insurance:
Business Tax, fees:
Office expenses:
Advertising:
Travel:
Business Entertainment/Meals:
Office supplies and equipment:
Postage and shipping:
Tariffs and taxes, if exporting physical goods:
Legal, accounting fees:
Internet, telephone, mobile (business):
Bad debts:
Capital Cost of assets (equipment over \$500):

BUSINESS USE OF HOME

% of area used for business:
Hydro:
Heating:
Utilities:
Insurance:
Mortgage interest:
Property taxes:
Maintenance:

BUSINESS USE OF VEHICLE

% of mileage for business:
Gas:
Oil:
Insurance:
Maintenance and repairs:
Leasing:
Licence and registration:
Parking fees:

Company Name:

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