

Business Printables:

Accounting Sheets

<ul style="list-style-type: none">• General Business Expenses (Deductions)• Paypal Report (Sales/Expenses) <p>Expenses</p> <ul style="list-style-type: none">• Advertising• Commission & Fees• Interest• Legal & Professional Services• Office Expenses• Rent or Lease of Equipment• Rent or Lease of Property• Repairs & Maintenance• Supplies• Taxes & Licenses• Travel• Meals & Entertainment (50%)	<p>Expenses (Con't)</p> <ul style="list-style-type: none">• Meals & Entertainment (100%)• Utilities• Wages (Employees or Contractors)• _____ (Fill in the Blank Expense Sheet) <p>Income</p> <ul style="list-style-type: none">• Sales• Interest• _____ (Fill in the Blank Income Sheet) <ul style="list-style-type: none">• Budget Worksheet• Home Office Expense Worksheet• Expenses Worksheet• Mileage Log
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[Click Here for Time Management Tricks!](#)

GENERAL BUSINESS EXPENSES

DEDUCTIONS

Categories	Total/Year	Notes
Advertising		
Contract Labor		
Commission & Fees		
Depletion		
Employee Benefit Programs		
Insurance (other than health)		
Mortgage Interest		
Other Interest		
Legal & Professional Services		
Office Expenses		
Pension & Profit Sharing		
Rent or Lease of Equipment		
Rent or Lease of Property		
Repairs & Maintenance		
Supplies		
Taxes & Licenses		
Travel		
Meals & Entertainment (50%)		
Meals & Entertainment (65%)		
Utilities		
Wages (less employment credits)		

PAYPAL REPORT

SALES/EXPENSES

	Sales	Fees	Purchases	Purchases	Purchases	Purchases
January						
February						
March						
April						
May						
June						
July						
August						
September						
October						
November						
December						
Total						

a. Total # of square feet in home	
b. Total # of square feet used for business (length x width)	
c. Percentage of home used for business ($b \div a$)	%
d. Business net profit (not including deduction for home office)	\$
e. Total rent or mortgage interest	\$
f. Total utilities	+ \$
g. Total real estate taxes & insurance	+ \$
h. Total household expenses ($e + f + g$)	= \$
i. Times home office business use ($h \times c$)	%
j. Home office portion of expenses	\$
k. Maintenance on part of home used exclusively for business	\$
l. Depreciation on business part of home (using MACRS 39 year meth)	\$
m. Total allowable home office expense ($j + k + l$)	\$

