



MONTHLY BUSINESS EXPENSES WORKSHEET

MONTH: _____
YEAR: _____

EXPENSES	
Advertising	
Bank Charges	
Business Phone	
Business Supplies	
Cell Phone	
Copy/Print Fees	
Credit A/C Fee	
Discounts	
Charity	
Insurance	
Internet	
Lit. Subscrip.	
Lit. Enhancements	
Meals & Entertainment	
Office Supplies	
Party Giveaways	
Payroll	
Postage	
Professional Fees	
Rentals	
Team Incentives	
Trainings/Meetings	
Travel	
Computer	
Electric/Gas	
Vendor Trade Shows	
Total Expenses	
Year-to-date Expenses	

INCOME						
	Payroll	HOST/FEES	Subsidi	Tax	Shipping	Commission
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						
14						
15						
16						
Additional Payables/Bonus/Overtime/Commissions:						
WITHHOLDING(S) (SALARY (ON-HAND INVENTORY)):						
Total Income:						
Year-to-date Income:						

REMOVING MILEAGE	ENGINE MILEAGE	TOTAL MILEAGE

	INCOME	EXPENSES	TOTAL GAIN	TOTAL LOSS
MONTH				
YEAR				