# Tax Matters

| | Supplies (not in COGS) |
|---|---|
| | Accounting Software |
| | Attache Case |
| | Calculator |
| | Camera |
| | Cell Phone |
| | Chair |
| | Clipboards |
| | Computer |
| | Computer Supplies/Software |
| | Desk |
| | Emblems for Uniforms |
| | Filing Cabinet |
| | Identification Case |
| | Luggage - Business Travel |
| | Small Tools |
| | Software |
| | Tape Recorder |
| | Telephone |
| | Uniform - Cleaning |
| | Uniforms |
| | Other |
| | Other |
| | **TOTAL** |
| | **Taxes & Licenses** |
| | City Business License |
| | Personal Property Taxes |
| | Other |
| | Other |
| | **TOTAL** |
| | **Utilities** |
| | Electric |
| | Gas |
| | Sewer |
| | Trash |
| | Water |
| | Other |
| | Other |
| | **TOTAL** |
| | **Telephone** |
| | 2nd Line |
| | Answering Service |
| | Beeper/Pager |
| | Cellular |
| | Fax Line |
| | Fax Transmissions |
| | Long Distance/Toll Calls |
| | Paging Service |
| | Pay Phone |
| | Other |
| | **TOTAL** |

| | Wages | |
|---|---|---|
| | Payroll | |
| | Payroll Taxes | |
| | | |
| | **Other Expenses** | |
| | Alarm Service | |
| | Bank Charges | |
| | Gifts ($25 Maximum) | |
| | Shipping/Freight (not in COGS) | |
| | Web Site Hosting | |
| | Other | |
| | **Continuing Education** | |
| | Books | |
| | CE Classes | |
| | Education - Conventions | |
| | Education - Seminars | |
| | Professional Development | |
| | Other | |
| | **TOTAL** | |
| | Education - Mileage | |
| | | |
| | **Cost of Goods Sold Computation** | |
| | Beginning Inventory | |
| | Purchases | Plus |
| | Withdrawn for Personal Use | Less |
| | Goods Available for Sale | Equals |
| | Ending Inventory | Less |
| | Cost of Goods sold | Equals |
| | | |
| | **Equipment Purchased (This Year)** | |
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| | **Equipment Depreciation (Prior Years)** | |
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| | **Vehicle, Travel & Entertainment Expenses** | |
| See Vehicle, Travel & Entertainment Worksheet | | |
| | **Gross Income/Sales** | |

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