



## BUSINESS ORGANIZER

Name:	
Year:	
<b><u>INCOME:</u></b>	
Gross sales or revenue	
Other Revenue:	
<b><u>COST OF SALES:</u></b>	
Purchase of resale products or materials	
Cost of products or material on hand at year end at cost	
<b><u>EXPENSES:</u></b>	
Advertising	
Contract Labor	
Insurance	
Interest	
Professional Services	
Office Supplies	
Building or Equipment Rent or Leased	
Repairs & Maintenance	
Operating Supplies	
Taxes & Licenses	
Motels	
Meals	
Utilities	
Wages & Labor	
Telephone	
Fuel & Oil	
Miscellaneous	
Other:	
Assets purchased: (Need copy of purchase agreement)	
Business auto odometer reading Jan 1st	
Business auto odometer reading December 31st	
Number business miles for which you have a log, calendar or other record.	