

**PETTIGREW & PETTIGREW
CERTIFIED PUBLIC ACCOUNTANTS**

150 Roberson Mill Road
Milledgeville, GA 31061
(478) 453-9305

BUSINESS INCOME & EXPENSE ORGANIZER

BUSINESS INFORMATION:

Business Name _____ Type of Business _____
(ex. Sole Proprietorship, S-Corporation, Partnership)
Business Address _____ Federal Identification Number _____
_____ Business Description _____

* Did you materially participate in the operation of this business during the current year? Yes () No ()

* Did you dispose of all or part of your interest in this business during the current year? Yes () No ()

INCOME:

COST OF GOODS SOLD: (if applicable)

Gross Receipts or Sales _____
Refunds>Returns _____
Other Income _____

Beginning Inventory _____
Purchases less Cost
of Personal Use Items _____
Labor (not including
Owner's Salary) _____
Materials & Supplies _____
Ending Inventory _____

EXPENSES:

Advertising _____
Bank Charges _____
Business Entertainment _____
Car & Truck Expenses _____
or Business Miles Driven _____
Dues & Subscriptions _____
Employee Benefits _____
Equipment Rental/Lease _____
Freight Charges _____
Insurance _____
Interest (Mortgage) _____
Interest (Other) _____
Laundry & Linen _____
Legal & Professional _____

Office Expense _____
Postage _____
Rent (Building) _____
Repairs & Maintenance _____
Small Tools & Equipment _____
Sub-contractors _____
Supplies _____
Taxes _____
Telephones _____
Travel & Lodging _____
Travel (meals) _____
Utilities _____
Wages _____
Home Office (see reverse) _____
Other _____

* Did you *purchase* or *sell* any equipment during the current year? Yes () No ()

If yes, please describe below:

Type _____ Purchased () Sold () Date _____ Amount _____
Type _____ Purchased () Sold () Date _____ Amount _____
Type _____ Purchased () Sold () Date _____ Amount _____
Type _____ Purchased () Sold () Date _____ Amount _____

(OVER)

HOME OFFICE:

*Was your home office used regularly for business? Yes () No ()

*Was your home office used exclusively for business? Yes () No ()

If you answered "No" to either of the above questions, a home office expense deduction is not allowable.
If you answered "Yes" to both of the above questions, please continue.

Purchase Price of Home _____

Square Footage of Office _____

Square Footage of Home _____

Expenses:

Mortgage Interest _____ Other Interest Paid _____

Real Estate Taxes _____ Insurance _____

Repairs _____ Maintenance _____

Utilities _____ Other _____

OTHER

1. Is any of your business income generated from manufacturing? _____
If so, what percentage? _____

2. Do you provide health insurance benefits to your employees? _____
Please provide names and amounts paid:

(OVER)