

ABC Company

Simplified Business Operations Worksheet

Revenue and Expenses Column	Accountable Plan Reimbursements Column	Various Goodies Column	
Income and Expenses			
Gross Revenue/Sales on 1099s		Ending Biz Checking Balance on 12/31	
Gross Revenue/Sales not on 1099s		Purchases	
Returns, Refunds, Chargebacks, Allowances		Equipment / Automobile 1	
Cost of Goods Sold (Total)		Equipment / Automobile 2	
Gross Profit		Equipment / Automobile 3	
Benefits Expenses			
401k / SEP Employer Contribution		Assets or Stuff Sold	
HSA Employer Contribution		Equipment / Automobile 1 Proceeds	
Health, Dental, Vision Insurance (employees)		Equipment / Automobile 2 Proceeds	
Health, Dental, Vision Insurance (owners)		Loans, Mortgages	
HRA Employer Reimbursement		ender #1 Ending Balance	
Disability Insurance, Long-Term Care		ender #2 Ending Balance	
Operating Expenses			
Advertising, Marketing		Payroll (if WCG does not process)	
Auto Expense (no mileage reimbursement)		Please provide the following documents	
Bad Debts (rare, let's chat)		W-2s for all employees and Owners, plus W-3	
Bank, Merchant Credit Card Fees		Payroll Details Report / Journal for the entire year	
Charitable Contributions		Business Taxes, Franchise Taxes Paid to State (if applicable)	
Client Gifts		State	Enter State
Commissions, Fees		Pass-Through Entity Tax	0
Continuing Education, Conferences		Franchise Tax	0
Contract Labor, Outside Services		Other Weird Tax	0
De Minimus Equipment (under \$2,500 each)		Estimated Business Taxes (not personal est tax pmt)	
Dues, Subscriptions, Publications		State	Enter State
Equipment Rental		Q1 Payment	0
Insurance (no health insurance)		Q2 Payment	0
Interest Expense		Q3 Payment	0
Internet, Webhosting (non home office)		Q4 Payment	0
Legal, Professional, Formation Fees			
License, Fees			
Machinery, Business Vehicle Lease			
Meals (100%)			
Meals (50%)			
Memberships			
Office Expense			
Postage, Shipping			
Rent (non home office)			
Repairs and Maintenance			
Supplies			
Taxes (sales tax, franchise tax)			
Telephone, Communications (no cell)			
Travel - Airfare			
Travel - Lodging			
Utilities (non home office)			
Wages (see Payroll in the rightmost column)			
Custom Expenses			
Expense 1			
Expense 2			
Expense 3			
Expense 4			
Expense 5			
Total Expenses (not including APlan and payroll)			
Tentative Profit / Loss			