Simplified Business Operations Worksheet

Revenue and Expenses Column

2023

Income and Expenses	
Gross Revenue/Sales on 1099s	0
Gross Revenue/Sales not on 1099s	0
Returns, Refunds, Chargebacks, Allowances	0
Cost of Goods Sold (Total)	0
Gross Profit	0
Benefits Expenses	
401k / SEP Employer Contribution	0
HSA Employer Contribution	0
Health, Dental, Vision Insurance (employees)	0
Health, Dental, Vision Insurance (owners)	0
HRA Employer Reimbursement	0
Disability Insurance, Long-Term Care	0
Operating Expenses	
Advertising, Marketing	0
Auto Expense (no mileage reimursement)	0
Bad Debts (rare, let's chat)	0
Bank, Merchant Credit Card Fees	0
Charitable Contributions	0
Client Gifts	0
Commissions, Fees	0
Continuing Education, Conferences	0
Contract Labor, Outside Services De Minimus Equipment (under \$2,500 each)	0
Dues, Subscriptions, Publications	0
Equipment Rental	0
Insurance (no health insurance) Interest Expense	0
Internet, Webhosting (non home office)	0
Legal, Professional, Formation Fees	0
License, Fees	0
Machinery, Business Vehicle Lease	0
Meals (100%)	0
Meals (50%)	0
Memberships	0
Office Expense	0
Postage, Shipping	0
Rent (non home office)	0
Repairs and Maintenance	0
Supplies	0
Taxes (sales tax, franchise tax)	0
Telephone, Communications (no cell)	0
Travel - Airfare	0
Travel - Lodging	0
Utilities (non home office)	0
Wages (see Payroll in the rightmost column)	
Custom Expenses	0
Expense 1	0
Expense 2 Expense 3	0
Expense 4	0
Expense 5	0
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Accountable Plan Reimbursements Column

Occupancy Expense (Home Office)	
Purchase Price of Home	425,000
Business Use Start Date	01/01/23
Business Use End Date	12/31/23
Office Square Footage	150
Total Home Square Footage	3,100
Rent Paid to Landlord	0
Mortgage Interest Only (see 1098)	18,950
Property Taxes (see 1098, generally)	6,355
Hazard, Fire, Flood Insurance	1,820
Utilities	3,710
HOA Dues	0
Repairs, Maintenance	1,275
Lawn Care (if you have clients visit your home)	0
Cleaning	2,400
Other 1	0
Other 2	0

Cell Phone	
Total Cell Phone (\$1,800 max annual)	1,300
Biz Use % (max 80%, let's be reasonable)	65%

Internet	
Total Internet (parsed from bundled expenses)	1,530
Biz Use % (max 80%, let's be reasonable)	80%

Mileage Reimbursement	
Biz Miles Auto #1 (owned by employee)	4,397
Total Miles Driven Auto #1	15,105
Auto Loan Interest Auto #1	0
Auto Personal Property Tax Auto #1	0
Biz Miles Auto #2 (owned by employee)	0
Total Miles Driven Auto #2	0
Auto Loan Interest Auto #2	0
Auto Personal Property Tax Auto #2	0

Reimbursements (paid by you personally /directly)	
Travel - Airfare	0
Travel - Lodging	0
Parking, Tolls (non-commuting)	0
Meals 50%	0
Meals 100%	0
Self Employed Health Insurance Premiums	0
HSA Contributions	0
Other 1	0
Other 2	0

Various Goodies Column

ı	Balance Sheet Stuff	
Er	ding Biz Checking Balance on 12/31	(
Pι	rchases	
	quipment / Automobile 1	(
	quipment / Automobile 2	(
	quipment / Automobile 3	(
A٩	ets or Stuff Sold	
	quipment / Automobile 1 Proceeds	(
	quipment / Automobile 2 Proceeds	(
Lc	ıns, Mortgages	
	ender #1 Ending Balance	(
	ender #2 Ending Balance	(
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I	ase provide the following documents
ı	. W-2s for all employees and Owners, plus W-3
	. Payroll Details Report / Journal for the entire year
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	Business Taxes, Franchise Taxes Paid to State (if applicable)	
t	te	Enter State
ı	ass-Through Entity Tax	0
ı	ranchise Tax	0
	ther Weird Tax	0

	Estimated Business Taxes (not personal est tax pmt)	
t	te	Enter State
ı	l1 Payment	0
ı	l2 Payment	0
ı	(3 Payment	0
	l4 Payment	0
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Tentative Profit / Loss

Total Expenses (not including APlan and payroll)