

Legend Tax

Retail Financial Worksheet

Tax Year _____

Business Name _____

INCOME STATEMENT []		
<u>INCOME</u>		
1	Merchandise Sales	
2	Retail Overage	
3	Customer Refunds	
<u>COST OF GOODS SOLD</u>		
4	Merchandise Purchased	
5	Freight In	
6	Shrinkage (Theft, Damage, E&O)	
7	Spoilage	
8	Warehousing	
<u>OFFICE EXPENSES</u>		
9	Auto Business Mileage (Log Required)	
10	Auto Lease Payments	
11	Bank Fees	
12	City Business License	
13	Company Meetings	
14	Credit Card Fees (VISA/MC/AMEX)	
15	Drinking Water	
16	EBay Fees	
17	Employee Wages & Salaries	
18	Franchise Taxes	
19	Gifts (\$25/Client)	
20	Insurance - General Liability	
21	Insurance - Health	
22	Insurance - Workers Compensation	
23	Loan/Credit Card Interest	
24	Meals (On Premise)	
25	Meals & Entertainment	
26	Office Expense (Snacks, Misc)	
27	Overnight Travel (Hotel, Car, Sundry)	
28	Owners Compensation	
29	Paypal Fees	
30	Payroll Taxes	
31	Postage & Delivery	
32	Repairs & Maintenance	
33	Supplies - Office	
34	Supplies - Shipping (Tape, Boxes)	
35	Telephone - Cell	
36	Telephone - Landline	
37	Utilities	
38	Web Hosting/Internet	
<u>ADVERTISING</u>		
39	Billboards/Bench Seats	

INCOME STATEMENT (Cont'd)		
40	Business Cards	
41	Company Shirts (w/ Logo)	
42	Directories (Yellow Pages)	
43	Direct Mailers/Flyers	
44	Party Planner or Coordinator	
45	Promotion Party	
46	Promotional (Pens, Cups, etc)	
47	Website Placements	
CASH []		
48	Cash Contributed Into Business	
49	Cash Taken Out of Business	
FIXED ASSETS []		
		Date Amount
50	Automobile	
51	Cell Phone	
52	Desktop Computer	
53	Laptop	
54	Equipment	
55	Furniture	
56	Register System	
57	Security Cameras	
NOTES []		
58	Home Office SQFT:	
59	Total SQFT:	
60	Ending Inventory Balance	
Under penalties of perjury, I declare that the information on this Worksheet is supported by adequate records and to the best of my knowledge and belief is true, correct, and complete.		
Signature _____		

