



PARTNERSHIP INCOME & EXPENSES

Business Name _____ Industry _____

PPP Funds Forgiven \$ _____ Date _____ (if applicable)

INCOME

Gross Receipts/Sales _____
 Returns/allowances _____
 Other _____

COST OF GOODS SOLD

Inventory @ beginning of year _____
 Purchases less items used personally _____
 Cost of labor _____
 Materials & Supplies _____
 Inventory @ end of year _____

EXPENSES

| | | | |
|---------------------------|-------|---------------------------|-------|
| Advertising | _____ | Repairs & Maintenance | _____ |
| Bad Debts | _____ | Supplies | _____ |
| Employee Benefits Paid | _____ | Taxes (payroll, property) | _____ |
| Insurance | _____ | Travel | _____ |
| Interest Paid | _____ | Meals | _____ |
| Legal & Professional Fees | _____ | Telephone | _____ |
| Licenses & Permits | _____ | Utilities | _____ |
| Office Expenses | _____ | Wages & Salaries | _____ |
| Rent Paid | _____ | | _____ |

ASSET & LIABILITY BALANCES as of 12/31/2021

| | | | |
|------------------------------|-------|-------------------------|-------|
| Checking | _____ | Accounts Payable | _____ |
| Savings | _____ | Credit Cards Payable | _____ |
| Other bank accounts | _____ | Payroll Tax Payable | _____ |
| Accounts Receivable | _____ | Sales Tax Payable | _____ |
| Loans to Shareholders | _____ | Loans from Shareholders | _____ |
| Other Assets (i.e. deposits) | _____ | Mortgage, notes | _____ |
| Fixed Assets | _____ | Other | _____ |

