



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 12/31/2023

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	_____

Auto Expense Worksheet
(Business use of personal vehicle)

Description of Vehicle _____
Date placed in service (if new) _____
Total miles for the year _____
Business miles included above _____
Personal miles included above _____

ACTUAL EXPENSES

Registration _____
Gas, oil & repairs _____
Interest Paid _____
Parking tolls _____

Do you have evidence to support business use? Yes No
Is the vehicle available off duty hours? Yes No
Was the vehicle used primarily by a >5% owner? Yes No
Is another vehicle available for personal use? Yes No

Home Office Worksheet

(If used for business and no other location is available)

Total area of house _____ Area used for Business _____

INDIRECT EXPENSES (to be allocated)

Mortgage Interest/Rent _____
Real Estate Taxes _____
Insurance _____
Utilities _____
Repairs & Maintenance _____
Other _____

DIRECT EXPENSES (specific to office space)

Utilities (metered separately) _____
Repairs & Maintenance _____