

Kat & Bud Enterprises, LLC ~ Kathryn S. Tracy, Accountant
601 N. Jackrabbit Trail, Suite 200, Buckeye, AZ 85326
Office: 623-386-4674 ~ email: kathrynstracy@gmail.com
Web: www.kathrynstracy.com



2023 Business Income and Expenses

INCOME - Total of all income for the year, based on your records, including total bank deposits. Make sure you include all income from Forms 1099-NEC and 1099-K. Include all sales taxes collected.

COST OF GOODS SOLD – (if you sell a product)

Cost of goods in inventory as of January 1st of the year _____

Total purchases for the year _____

Cost of goods left in inventory as of December 31st of the year _____

Other expenses related to goods sold: _____

EXPENSES- Please show totals for each expense in the following categories:

Accounting/Bookkeeping _____

Advertising/Promotion/Marketing (website, business cards, flyers) _____

Bank Charges/Merchant Account fees/Credit Card processing fees _____

Business Insurance _____

Car and truck expenses – See Auto Expense Worksheet

Cell phone service total for the year _____ Cost of phone and accessories _____

Charitable contributions _____

Cleaning and janitorial _____

Commissions/Contract Labor/Outside Services (you must issue a 1099-NEC to all individuals and companies (except for Corporations) to whom you paid \$600 or more in a calendar year for services).

Computer, laptop, iPad expenses, including software, anti-virus programs _____

Conventions/Trade Shows _____

Delivery/Freight _____

1

I verify that I have accurate books, records, and documentation to support the income and expenses listed. I acknowledge that proving the income and expenses shown on my tax returns is my sole responsibility.

Signed: _____ Date: _____

Kat & Bud Enterprises, LLC ~ Kathryn S. Tracy, Accountant
601 N. Jackrabbit Trail, Suite 200, Buckeye, AZ 85326
Office: 623-386-4674 ~ email: kathrynstracy@gmail.com
Web: www.kathrynstracy.com



Dry Cleaning/Laundry _____

Dues/fees/memberships _____

Equipment Rental _____

Education/Seminars _____

Employee benefit programs _____

Franchise Fees _____

Gifts (*you can only claim \$25 per person per year*) _____

Guaranteed payments to partners _____

Insurance (NOT life or medical) _____

Interest paid for business loans/credit cards _____

Internet _____

Legal, professional fees, tax preparation fees _____

Licenses, Permits, Annual Corporation Commission Filing Fees _____

Meals (**NO ENTERTAINMENT ALLOWED**) _____

Office Expenses, including computers, printers, other equipment, Office furniture, Office supplies, postage

Office-in-home – *See Office-in-Home Worksheet.*

Office Space Rent _____

Payroll Taxes _____

Payroll Processing Fees _____

Printing _____

Publications, journals, books, magazines _____

Repairs and Maintenance _____

Retirement Plan Contributions (*Employer Matching*) _____

2

I verify that I have accurate books, records, and documentation to support the income and expenses listed. I acknowledge that proving the income and expenses shown on my tax returns is my sole responsibility.

Signed: _____ Date: _____

Kat & Bud Enterprises, LLC ~ Kathryn S. Tracy, Accountant
601 N. Jackrabbit Trail, Suite 200, Buckeye, AZ 85326
Office: 623-386-4674 ~ email: kathrynstracy@gmail.com
Web: www.kathrynstracy.com



Sales Taxes Paid (*please provide copies of sales tax returns filed*) _____

Security _____

Storage _____

Supplies _____

Telephone (*land line, fax line*) _____

Tools and Equipment (*amount per item \$2,500 or less*) _____

Tools and Equipment (*more than \$2,500 each item*) – See *Tools, Machinery and Equipment Worksheet*

Training _____

Travel out of town: Airfare/Transportation, Lodging, Rental Car/Taxi/Super shuttle _____

Uniforms, shoes, safety gear _____

Utilities (*NOT office-in-home utilities*):

Electric _____ Water/Sewer _____ Natural Gas _____

Trash Service _____ Other Expenses _____

Wages and payroll expenses (*please provide copies of all W-2, W-3, Form 941, 940, and AZ payroll returns filed for the year*) _____

Other expenses not shown above - *based on your industry*:

The IRS accepts expenses if they are ordinary, necessary, and reasonable. Proof of a paid expense includes the actual receipt, credit card statement and bank statement. Please keep all original receipts or scan and keep an electronic copy.

Please note: If you have meal expenses, you must keep the receipt as well as document the name and business purpose for the meal.

3

I verify that I have accurate books, records, and documentation to support the income and expenses listed. I acknowledge that proving the income and expenses shown on my tax returns is my sole responsibility.

Signed: _____ Date: _____