

TIM KELLY AND ASSOCIATES

CERTIFIED SPECIALIST, TAXATION LAW STATE BAR OF CALIFORNIA BOARD OF LEGAL SPECIALIZATION

7801 PERSHING AVE. STOCKTON, CA 95207

Email tim@timkelly.com

Website: www.timkelly.com

VOICE AND FAX TELEPHONE: (800) 259-3372

2007-2008 SMALL BUSINESS INCOME AND EXPENSES

BUSINESS EXPENSES

GROSS INCOME

\$ _____

COST OF GOOD SOLD

Do not calculate COGS – just fill in these numbers

Goods purchased _____

Goods withdrawn for
Demo or personal use _____

Shipping _____

Other costs _____

Closing Inventory _____

EXPENSES PAID TO PEOPLE

Commissions _____

Independent
Contractors _____

PROFESSIONAL EXPENSES PAID

Accounting _____

Legal _____

Tax-related _____

Memberships _____

SALES TAX

Included in gross income yes no

If yes – amount _____

VEHICLE EXPENSES

Vehicle 1 Vehicle 2

Make/
Model _____

Dates
In
Service _____

Total
Mileage
Driven in
2006 _____

Business
Mileage _____

Gas* _____

Repairs* _____

Misc* _____

Insurance* _____

DMV _____

Interest _____

Lease
Payments* _____

*Only required for actual expenses

BOOKS & PUBLICATIONS

Thomas Guides _____

Trade Related _____

Magazines _____

Books & Pubs _____

CONTINUING EDUCATION

Seminar Fees _____

Nights away from home _____

Airfare _____

Hotel _____

Local Transportation _____

ADVERTISING

Flyers/Cards _____

Radio/TV _____

Printed Ads/Signs _____

OFFICE MACHINES OR OTHER ASSETS PURCHASED

Date Price

Computer _____

Printer _____

_____ \$ _____

_____ \$ _____

OFFICE SUPPLIES

(Paper/pens/staples etc.) _____

POSTAGE & DELIVERY _____

COMMUNICATIONS

Cell Phone Costs _____

Office Phone Costs _____

Internet service _____

STORE EXPENSES

(DO NOT USE IF YOU USE A HOME OFFICE)¹

Rent _____

Utilities _____

Insurance _____

Leasehold Improvements _____

HOME OFFICE DEPRECIATION

(This information is required for the first year of use only)

Price of home _____

Value of land _____

Area of office in Sq. Ft. _____

OR no. of rooms in home (excluding bathrooms and closets) _____

HOME OFFICE EXPENSES

(Annual-DO NOT USE IF YOU HAVE A STORE LOCATION)

Gas _____

Electric _____

Water/Sewer _____

Trash _____

Homeowners Insurance _____

Alarm _____

¹ Unless you meet clients in the home office

Cleaning Service _____

Improvements (entire house) _____

Improvements (home office) _____

MEALS AND ENTERTAINMENT

Client Meals _____

Entertainment _____

INSURANCE

Professional _____

Workers Comp _____

Umbrella _____

OTHER EXPENSES

Client gifts (limit \$25 per client) _____

Bank charges _____

Interest on business credit cards _____

PERSONAL EXPENSES

HOME EXPENSES

Mortgage/Lines of Credit/Points

Lender Interest Paid

Property Tax _____

CASH or CHECK - CHARITABLE CONTRIBUTIONS

(These cannot be attributed to the business)

Church _____

Other _____

Volunteer Expenses _____

Volunteer miles _____

Non-Cash (clothing, housewares, appliances, etc donated to a government agency or a qualified charity)

Donated To Fair Market Value

FOR NEW CLIENTS ONLY

STATE TAX REFUND _____

2007 TAX YEAR FEES, WHICH INCLUDE

- ALL CIVIL LEGAL SERVICES
- ELECTRONIC FILING
- DIRECT DEPOSIT
- TAX ADVICE THROUGHOUT THE YEAR

- BASIC TAX RETURN WITH MAIL, OFFICE OR PHONE APPOINTMENT \$350

- ALL RENTALS - SEE WEBSITE FOR DETAILS

- SCHEDULE C BUSINESSES, COPORATIONS, LLC'S PARTNERSHIPS AND EXEMPT ORGANIZATIONS - SEE WEBSITE

- CERTAIN FORMS WILL INCUR ADDITIONAL CHARGES - SEE WEBSITE AT www.timkelly.com/fees.htm FOR DETAILS

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