

Self employment Income/Expense Tracking Worksheet

(Use the worksheet below to track your income and allowable expenses by quarter to assist in deriving your net earnings and estimated quarterly tax obligations)

	1 st Qtr.	2 nd Qtr.	3 rd Qtr.	4 th Qtr.	Total Year
INCOME					
Gross Receipts/Sales					
Returns & Allowances					
*Income Reported on 1099's					
*Commissions					
Other:					
Other:					
*Don't Duplicate if in Gross Receipts					
TOTAL INCOME					
COST OF GOODS SOLD					
Beginning Inventory					
less: Ending Inventory					
add: Purchases					
less: Personal Use Inv.					
-Cost of Labor					
-Materials/Supplies					
-Other:					
-Other:					
= TOTAL COGS					
EXPENSES					
Advertising					
Bad Debts (If reported as income)					
Bank Charges					
Cabs, Bus, Rentals					
Car/Truck Expense (Detail)					
Commissions & Fees Paid					
Depreciation (Attach Schedule)					
Dues & Publications					
Employee Benefit Programs					
Entertainment					
Freight (Not Included Above)					
Gifts					
Health Ins. (Personal 100%)					
Insurance (Business)					
Interest (Business)					
Laundry & Cleaning					
Legal & Professional					

	1 st Qtr.	2 nd Qtr.	3 rd Qtr.	4 th Qtr.	Total Year
<i>(Expenses continued)</i>					
Lodging					
Meals & Entertain. (at 100%)					
Meals & Tips (at 100%)					
Mortgage Interest					
Office Supplies & Postage					
Parking Expense					
Payroll Taxes					
Pensions/Profit Sharing					
Rent (Business)					
Repairs & Maintenance					
Social Security and Medicare					
Supplies (Other)					
Taxes					
Tickets & Events					
Transportation (Air Fare)					
Travel (Out of Town)					
Telephone (Business)					
Unemployment (Fed & State)					
Utilities					
Wages (Not Reported Above)					
Other:					
Other:					
Other:					
TOTAL EXPENSES					
NET INCOME *					

* (Income - COGS - Expenses)

BUSINESS ACTIVITY

AUTO MILEAGE (Adequate records required)	
Total Miles Driven	
Business Miles	
Personal Miles	

R M Chavarria, CPA
3910 Northdale Blvd
Ste. 100
Tampa
Florida 33624