



Business Tax Record Book

Month of _____

Business Income

	Date	Customer	Quantity	Cash sales	Credit sales	Gross sales	Sales tax collected*		Returns & allowances
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* Is sales tax included in gross sales? Yes No

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* Is sales tax included in gross sales? Yes No

Month of _____

Business Expenses

	Date	Paid to	Description	Check or cash	Credit	1 Total expenses	2 Purchases	3 Advertising	4 Auto	5 Dues & pubs	6 Freight & trucking	7 Insurance
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	Interest	Labor hired	Legal & professional	Office supplies	Operating supplies	Rent	Repairs	Taxes	Utilities				Misc.
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Business Expenses

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	Interest	Labor hired	Legal & professional	Office supplies	Operating supplies	Rent	Repairs	Taxes	Utilities				Misc.
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	Interest	Labor hired	Legal & professional	Office supplies	Operating supplies	Rent	Repairs	Taxes	Utilities				Misc.
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	Interest	Labor hired	Legal & professional	Office supplies	Operating supplies	Rent	Repairs	Taxes	Utilities				Misc.
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Annual Summary of Income

Month	Quantity	Cash sales	Credit sales	Gross sales	Sales tax collected*			Returns & allowances
January								
February								
March								
Quarter 1 total								
April								
May								
June								
Quarter 2 total								
July								
August								
September								
Quarter 3 total								
October								
November								
December								
Quarter 4 total								
Year total								

* Is sales tax included in gross sales? Yes No

Annual Summary of Expenses

Month	1 Total expenses	2 Purchases	3 Advertising	4 Auto	5 Dues & pubs	6 Freight & trucking	7 Insurance	8 Interest	9 Labor hired	10 Legal & professional
January										
February										
March										
3 month total										
April										
May										
5 month total										
June										
July										
August										
8 month total										
September										
October										
November										
December										
Year total										

Month	11 Office supplies	12 Operating supplies	13 Rent	14 Repairs	15 Taxes	16 Utilities	17	18	19	20 Misc.
January										
February										
March										
3 month total										
April										
May										
5 month total										
June										
July										
August										
8 month total										
September										
October										
November										
December										
Year total										