

## 2011 BUSINESS TAX ORGANIZER

### GENERAL INFORMATION

Principal business/profession	
Business name	
Business address	
City, state, ZIP code	
Employer Identification Number	

### CASH RECONCILIATION

Beginning Cash on 1/1/2011 (+)	
Deposits for the year (+)	
Expenses/cash withdrawals (-)	
Ending cash balance as of 12/31/2011	

### ASSET ACQUISITION/DISPOSITION

Assets purchased (included in cash withdrawals): Name..... Date Placed in Service..... Cost.....	
Assets disposed of: Name..... Disposition Date..... \$ received from disposition.....	

### INCOME

Gross receipts or sales	
Returns and allowances	
Other income	

### COST OF GOODS SOLD

Inventory at beginning of the year	
Purchases	
Cost of items for personal use	
Cost of labor	
Materials and supplies	
Other costs	
Inventory at end of the year	

### EXPENSES

Accounting	
Advertising	
Answering service	
Bad debts from sales or service	
Bank charges	
Commissions	
Contract labor	
Delivery and freight	

Dues and subscriptions	
Employee benefit program	
Insurance (other than health)	
Mortgage interest (paid to banks, etc.)	
Other interest (not entered elsewhere)	
Janitorial	
Laundry and cleaning	
Legal and professional	
Miscellaneous	
Outside services	
Office expense	
Parking and tolls	
Pension and profit sharing plans-contributions	
Pension and profit sharing plans- admin and education costs	
Postage	
Printing	
Rent- vehicles, machinery, & equipment	
Rent- other	
Repairs	
Salaries and Wages	
Salaries- Officers	
Security	
Supplies	
Taxes-real estate	
Taxes- Payroll	
Social Security.....	
Medicare.....	
FUTA.....	
SUI.....	
Employment Training Tax.....	
Taxes-sales tax not included in gross receipts	
Taxes- Franchise Tax Board:	
Amount.....	
Date paid.....	
Telephone	
Tools	
Travel	
Total meals and entertainment in full	
Uniforms	
Utilities	
Vehicle expenses	See page 3
Other expenses:	

**VEHICLE INFORMATION**

**Vehicle 1**

Mileage on 1/1/2011: \_\_\_\_\_

Mileage on 12/31/2011: \_\_\_\_\_

Description of Vehicle	
Date placed in service	
Total Mileage	
Business mileage	
Commuting mileage	
Average daily round trip commute	
Number of months of vehicle business use (if not 12)	
Parking fees and tolls (business portion only)	
Actual expenses:	-----
Gasoline, lube, oil	
Repairs	
Tires	
Insurance	
Miscellaneous	
Auto license (other than personal property taxes)	
Personal property taxes (based on car's value)	
Interest (car loan)	
Vehicle rent or lease payments	
Inclusion amount	

**Vehicle 2**

Mileage on 1/1/2011: \_\_\_\_\_

Mileage on 12/31/2011: \_\_\_\_\_

Description of Vehicle	
Date placed in service	
Total Mileage	
Business mileage	
Commuting mileage	
Average daily round trip commute	
Number of months of vehicle business use (if not 12)	
Parking fees and tolls (business portion only)	
Actual expenses:	-----
Gasoline, lube, oil	
Repairs	
Tires	
Insurance	
Miscellaneous	
Auto license (other than personal property taxes)	
Personal property taxes (based on car's value)	
Interest (car loan)	
Vehicle rent or lease payments	
Inclusion amount	