

# Small Business Income & Expense Tracker



Office: (706) 514-1815  
 168 Rogers St. Suite C  
 Blairsville, GA 30512

Tax Year \_\_\_\_\_

**Mountain Valley**  
 Accounting LLC

	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	TOTAL
Income													
Returns and allowances													
Advertising													
Bank fees													
Commissions													
Contract labor													
Dues and Subscriptions													
Fuel (tools/equip.)													
Insurance													
Interest - Mortgage													
Interest - Other													
Legal/professional services													
Office expenses													
Outside services													
Parking and tolls													
Rent													
Rental equipment													
Repairs and Maint.													
Supplies													
Taxes and licenses													

	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	TOTAL
Telephone													
Tools													
Travel													
Meals													
Uniforms/Safety Attire													
Utilities													
Wages (w2 issued)													
Other _____													
Other _____													
Other _____													
Auto Mileage - Vehicle 1													
Auto Mileage - Vehicle 2													
Auto Mileage - Vehicle 3													

Assets purchased (auto, equipment, furniture, buildings, land, improvements)

_____	Date	_____	Date	_____	Date	_____	Date
_____	Description	_____	Description	_____	Description	_____	Description
_____	Amount	_____	Amount	_____	Amount	_____	Amount

Assets sold (auto, equipment, furniture, buildings, land, improvements)

_____	Date	_____	Date	_____	Date	_____	Date
_____	Description	_____	Description	_____	Description	_____	Description
_____	Amount	_____	Amount	_____	Amount	_____	Amount

**Auto - Actual Expenses (Alternative to Standard Mileage Rate)**

	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	TOTAL
Fuel, lube, oil													
Repairs													
Tires													
Insurance													
Registration/taxes													
Interest (car loan)													
Lease payments													

**Business Use of Home - Actual Expenses (Alternative to Simplified Method)**

	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	TOTAL
Mortgage Interest													
Real Estate Taxes													
Mort. Ins. Premiums (PMI)													
HOA fees													
Insurance													
Internet/Fax													
Rent													
Repairs and Maint.													
Utilities (gas, water, electric, trash)													