## **Bank Statement Income**

Your bank or credit union should have an annual report summary that summarizes your income for the year to that account, you can upload that number for Gross Sales in your organizer. I have found some credit unions do not offer these so, if not, you will need to go through each month bank statement and capture income. You can use the below guide to help record gross sales each month. A bank account does not capture the fees of any 3rd party processors so be sure to still include your third-party statements also.

Month	Bank State	ment Totals	Returns	Total	
Example		\$1,000	\$250.00		\$750.00
January	\$	- \$		\$	-
February	\$	- \$	-	\$	-
March	\$	- \$	-	\$	-
April	\$	- \$	-	\$	-
May	\$	- \$	-	\$	
June	\$	- \$	-	\$	-
July	\$	- \$	-	\$	-
August	\$	- \$	-	\$	-
September	\$	- \$	-	\$	-
October	\$	- \$	-	\$	-
November	\$	- \$	-	\$	-
December	\$	- \$	-	\$	-
Total	\$	- \$	-	\$	-

Use this sheet to write out all expenses for your business. The IRS considers a business expense anyhting that is ordinary and necessary for business.

Ordinary means it is standard to your industry, example, Real estate professionals gifting their clients after a closing. Necessary is the things you felt was needed in your particular business to grow or produce more sales

Expenses Who did you pay? What good or Date Method (How Amount Frequency Total Category Receipt? did you pay) Service provided
EXAMPLE: Faithful Finances Taxes Tax Category 500.00 500.00 Advertising Contract Labor \$ Commission and fees \$ \$ Employee benefit programs \$ Health Insurance \$ Insurance \$ Mortgage Interest \$ \$ Legal and professional services \$ Office Expense \$ Donations \$ Rent or lease of equipment \$ Rent or lease of property \$ Repairs and maintenance \$ Supplies \$ Taxes and licenses \$ Travel \$ Meals \$ Utilities \$ Wages \$ Other \$ KIf \$ \$ \$ Total \$ \*\*\*Complete the below if you use an area in your home as an office: Date you begin using home for business Sq ft of entire house Sq ft of area used for business (max 300) Actual home Office Deduction purposes: Make and Model of car for business (can be prior to Total Miles driven in 2022 in 2022 Total Commuting miles driven Actual Mileage Deduction n 2022

	Meals and Travel Expenses, (Lodging, Transportation)  Amount Time and Place Business Purpose Who Did you meet with					
Date	Amount	Time and Place	Business Purpose	Who Did you meet with		
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Total:	\$0.00					

Meals and travel is one of the most audited categories by the IRS on small business owners. Keep thorough records of your meal and travel interactions so you keep every write off . A good habit is to send an email to anyone you meet with to discuss business. Be sure to include 1. the person you are meeting with 2. the business topic to discuss, 3. the date and location it will occur and of course keep recipts and/or records. Detailed receipts are the first tool of defense in an audit.

**Cash Payment Totals** 

Product/ Services	Amount	Fees	Payment Method  Cash App	Customer	Date
Product/ Services Example: Contract Labor	\$500.00		Cash App	John Doe	Date 1/1/2020
·					
Total					
I Otal					

Stripe, Square or Paypal (or any 3rd party payment processors) log into your processing account and print off your annual transaction reports, select all dates 2020 and print Cash payments, CASHAPP, you will have to go through each transaction and record income for any services or products. Use the worksheet above to total.

Apple Pay, is also considered cash transaction, but they have an account statement upon request. You will need to add these amounts to the cash transactions above. Make sure