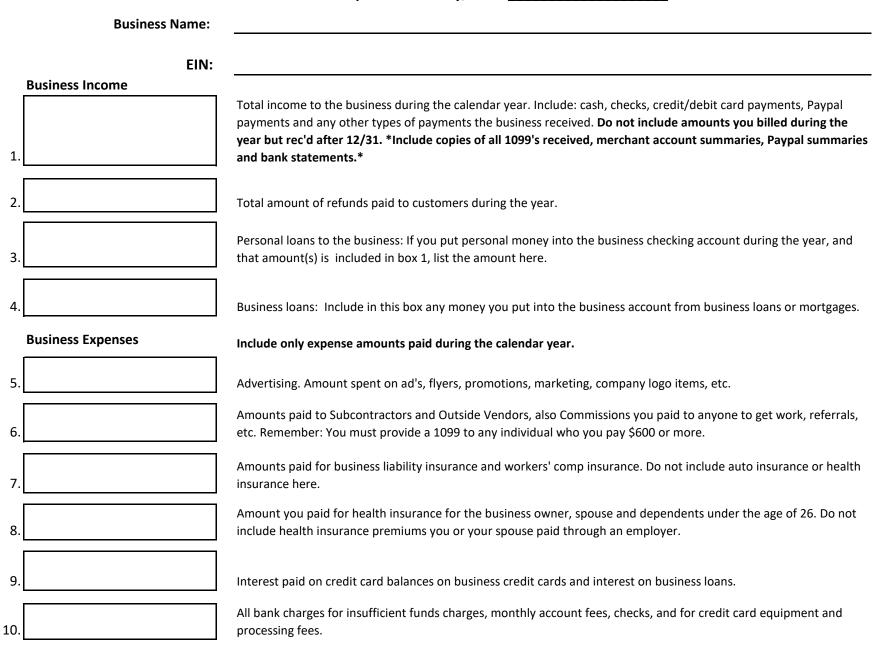
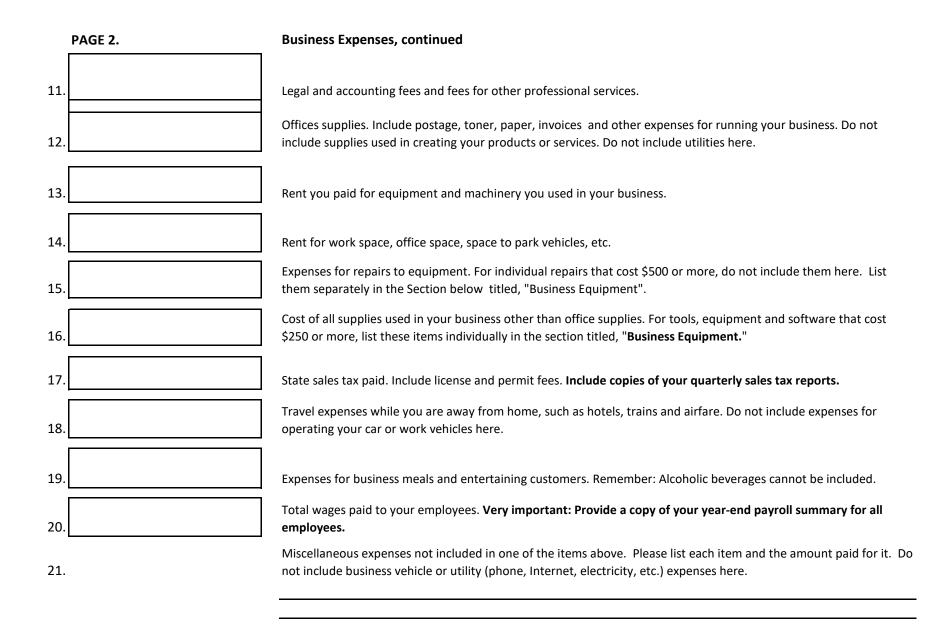
### AFA • Affinity Financial Advisors, LLC

Business Income and Expense Summary, Year: \_\_\_\_\_



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Please use a separate sheet if additional space is needed.

AFA Business Income and Expense Summary www.afafinancial.net • info@afafinancial.net Business Expenses, continued

| Business Inventory | Does your business carry an inventory of supplies from year to year? Yes No |
|--------------------|---|
|                    | If yes, what was the value on 12/31 of the prior year? \$                   |
|                    | How much did you pay for additions to your inventory during the year? \$    |

Use the following section to list items, such as tools and office equipment, used in your business that cost \$250 or more. Be sure include the amount paid and the date you began using the item in the business.

**Business Equipment** 

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List all tools, machinery, computer parts, software etc. put into service in your business during the year that cost \$250 or more. Also include here equipment repairs that cost \$500 or more.

| Date in | Item Description | Cost |  |  |
|---------|------------------|------|--|--|
| Service |                  |      |  |  |

Please use a separate sheet if additional space is needed.

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## **HOME OFFICE**

Total square footage of your home:

A home office is any space in your home that you use regularly and \*exclusively\* for your business. It can include a room used as an office and storage space for your work supplies. Bathrooms and hallways attached to the home office space do not qualify as part of the home office.

Total square footage of home office space:

A portion of some home-related expenses are deductible when you use part of your home in your business. These expenses include mortgage interest and property taxes, rent, electricity, heat, home security systems, etc. Water and sewer expenses are not deductible.

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|           |             |      |          |          | Office    |        |
|-----------|-------------|------|----------|----------|-----------|--------|
|           | Electricity | Heat | Cleaning | Security | Phone/Fax | Other: |
| January   |             |      |          |          |           |        |
| January   |             |      |          |          |           |        |
| February  |             |      |          |          |           |        |
| March     |             |      |          |          |           |        |
| April     |             |      |          |          |           |        |
| May       |             |      |          |          |           |        |
| June      |             |      |          |          |           |        |
| July      |             |      |          |          |           |        |
| August    |             |      |          |          |           |        |
| September |             |      |          |          |           |        |
| October   |             |      |          |          |           |        |
| November  |             |      |          |          |           |        |
| December  |             |      |          |          |           |        |
| Total     |             |      |          |          |           |        |

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# **PHONES & INTERNET**

Percentage of Business Use of Your Personal Cell Phone: You can deduct as a business expense a portion of your personal cell phone and internet service. The amount you can deduct depends on how much you use the phone for business purposes.

| Percentage of Business Use of |           | for the Phone Line Used<br>h the Business: | Monthly<br>Internet Bill |
|-------------------------------|-----------|--|--------------------------|
| Your Home's Internet Service: | January   |  |                          |
|                               | February  |  |                          |
|                               | March     |  |                          |
|                               | April     |  |                          |
|                               | May       |  |                          |
|                               | June      |  |                          |
|                               | July      |  |                          |
|                               | August    |  |                          |
|                               | September |  |                          |
|                               | October   |  |                          |
|                               | November  |  |                          |
|                               | December  |  |                          |
|                               | Total:    |  |                          |

#### **Additional Items**

Please provide copies of all 1) 1099's received by the business, 2) bank statements 3) year-end payroll reports, and 4) 1099's provided to your outside vendors and subcontractors.

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