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ANNUAL EXPENSE SUMMARY

BUSINESS

TAX YEAR

PREPARED BY

Category	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Year
Advertising													
Car / mileage													
Contract labor													
Insurance													
Office supplies													
Rent / lease													
Software													
Travel													
Meals (50%)													
Utilities / phone													
Professional fees													
Other													
Monthly totals													

Home office deduction (separate worksheet) _____

Vehicle: miles x standard rate _____

Depreciation / Section 179 _____