

## CLIENT SELF PREPARED BOOKKEEPING SUMMARY

<b>BUSINESS INCOME/LOSS</b>	
Cash Income	
Gross Receipts	
Contribution	
Loan from 3rd Party	
<b>Total Income/Loss</b>	

<b>BUSINESS EXPENSES</b>	
Cost of Good Sold	
Advertising	
Bank Charges	
Commissions	
Office Expenses	
Wages & Salaries	
Payroll Tax	
Property Tax	
Sales Tax	
Accounting	
Rent	
Repairs & Maintenance	
Supplies	
Freight	
Insurance	
Meals	
Telephones	
Travel	
Utilities	
Other Expenses:	
<b>Total Business Expenses</b>	

<b>BANK DEPOSITS</b>	
Jan	
Feb	
Mar	
Apr	
May	
Jun	
Jul	
Aug	
Sep	
Oct	
Nov	
Dec	

<b>BANK WITHDRAWALS</b>	
Jan	
Feb	
Mar	
Apr	
May	
Jun	
Jul	
Aug	
Sep	
Oct	
Nov	
Dec	

<b>ASSETS</b>	Amount	Date
Computer		
Equipment		
Furniture & Fixture		
Improvement		
Building		
Land		
Auto		
Goodwill		
Other		

<b>AUTO</b>	
Brand	
Model	
Year	
Business Mileage	
Total Mileage	
Gas	
Insurance	
Repair	
Lease	
Other	

<b>Shareholder Distribution</b>	
<b>Total bank beginning balance</b>	
<b>Total bank ending balance</b>	
<b>Credit card outstanding balance at year beginning</b>	
<b>Credit card outstanding balance at year end</b>	
<b>Inventory at year beginning</b>	
<b>Inventory at year end</b>	
<b>Accounts receivable at year beginning</b>	
<b>Accounts receivable at year end</b>	
<b>Accounts payable at year beginning</b>	
<b>Accounts payable at year end</b>	

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

