

Lawncare & Landscape Worksheet

Income

Labor \$ _____
 Product Sales \$ _____
 \$ _____

Advertising / Business Donations \$ _____

Vehicle Expenses:

Permits/ Tolls/ Parking \$ _____
 Documented Mileage _____

Insurance

Equipment/Property \$ _____
 Liability Insurance \$ _____
 \$ _____

Interest Paid

Equipment Loans \$ _____
 Supply Loans \$ _____
 Business Credit Card \$ _____
 \$ _____

Labor / Sub-contractors \$ _____

Legal / Professional Fees

Accounting \$ _____
 Banking Fees \$ _____
 Professional Licenses \$ _____
 Magazine Subscriptions \$ _____
 Organizations Dues \$ _____
 \$ _____

Office Expenses

Briefcase / Calculators \$ _____
 Office supplies \$ _____
 Postage / UPS / Fed-Ex \$ _____
 \$ _____

Rental/Lease Payments

Equipment Rent/Lease \$ _____
 Shop/Storage/Garage Rent. \$ _____
 \$ _____

Repairs / Maintenance

Equipment Repairs \$ _____
 Parts \$ _____
 \$ _____

Materials

Mulch, Seed, Soil \$ _____
 Plants, Shrubs, Trees \$ _____
 Chemical, Fertilizer \$ _____
 \$ _____

Supplies

Supplies \$ _____
 Safety equipment \$ _____
 Small Tools \$ _____
 Uniforms \$ _____
 Fuel/Oil/Grease \$ _____
 Miscellaneous \$ _____
 \$ _____

Taxes — Income

Federal Estimated Taxes \$ _____
 State Estimated Taxes \$ _____
 School District Estimated Taxes \$ _____
 City Estimated Taxes \$ _____

Taxes - Other

Sales Taxes Included in Gross Sales \$ _____
 Real Estate Taxes \$ _____
 Personal Property Taxes \$ _____

Client / Business Entertainment

Actual Expense (need receipts) \$ _____

Utilities

Phone (business line) \$ _____
 Cell Phone / Pager \$ _____
 FAX / Internet Line \$ _____
 Shop Heat/electric \$ _____
 Rubbish \$ _____
 \$ _____

Major Purchases

<u>Description</u>	<u>Date Bought</u>	<u>Cost</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Misc. Expenses:

For Income Tax Purposes you must also keep track of any income made with-in various city limits:

Sandusky: _____ Bellevue: _____
 Huron: _____ Clyde: _____
 _____: _____
 _____: _____
 _____: _____

For Sales Tax purposes you must keep track of your income made in the various counties:

Erie: _____ Huron: _____
 Ottawa: _____ Sandusky: _____
 Seneca: _____ Lorain: _____
 _____: _____ _____: _____