

**Client Prepared Recap of Cash Activity for _____
For the Year Ending _____**

Cash at the beginning of the year (if just incorporated or a proprietorship this will be zero)+ _____

Add:

Revenue _____

Loans from shareholder _____

Loans from _____

Less Expenditures:

Purchases/Cost of Sales _____

Salaries - Owners _____

Salaries _____

Payroll taxes _____

Miscellaneous taxes and licenses _____

Independent Contractors _____

Rent _____

Advertising _____

Contributions _____

Pension Costs _____

Legal & Professional Fees _____

Phone & Utilities _____

Insurance - General _____

Insurance – Medical _____

Insurance – Life _____

Meals & Entertainment _____

Office Supplies _____

Business Miles _____ *

Fixed assets (items greater than \$1500 each) _____

Shareholder Distributions _____

Loan Repayments to _____

 Others Misc Taxes _____

 Others _____

 Others _____

Total Expenditures \$ _____

Equals ending checkbook balance \$ _____

Be sure you have listed all expenses of the business, and that beginning checkbook balance agrees to prior tax return and beginning cash plus deposits/revenue less total expenditures equals year end checkbook balance.