

**ELO PROF., LLC
TAX ORGANIZER
Business Summary**

Name of Business _____

Income

Gross Receipts or Sales _____
Returns _____
Other Income _____

Cost of Goods Sold

Beginning Inventory: _____
Ending Inventory: _____
Purchases: _____

Expenses

Advertising _____
Car and Truck (auto) _____
Commissions and Fees _____
Contract Labor _____
Employee Benefits _____
Insurance (Not Health) _____
Legal and Professional Fees _____
Office Expenses _____
Rent or Lease Expense _____
Repairs and Maintenance _____
Supplies _____

Taxes and Licenses _____
Travel _____
Meals _____
Entertainment _____
Utilities _____
Less: Personal Utilities _____
Wages _____
Other (list): _____

Vehicles:

Car/Truck _____
Actual Miles: _____

Car/Truck _____
Actual Miles: _____

Property/ Equipment Purchased - Treat the cost of improvements made to real property as the purchase of a new asset. Provide invoices when possible.

Asset	New or Used	Date	Cash Paid	If Old Equipment was Traded-in (VITAL!)		
				Amount Financed (if applicable)	Item Traded	Trade-in Value of "Old Equipment"
	New / Used		\$	\$		\$
	New / Used		\$	\$		\$
	New / Used		\$	\$		\$
	New / Used		\$	\$		\$
	New / Used		\$	\$		\$

Property Sold or Taken Out of Service

Asset	Date Sold or Disposed	Selling Price
		\$
		\$
		\$
		\$
		\$

****Please include closing documents for any property purchased in the current year****