



GIG HARBOR TAX AND ACCOUNTING

GET WHAT YOU DESERVE, GET A TAX PROFESSIONAL ON YOUR SIDE!

15210 Stevens Rd SE
Olalla, WA 98359

Phone (253) 509-8928
kelly@gigharbortaxandaccounting.com

Expense

Year: _____

Month: _____

Remember to keep each months receipts and invoice in a separate folder, envelope, or scanned file

| Expenses (Separate Common Expenses by Category) | | | Expenses (Separate Common Expenses by Category) | | |
|---|-------------|---------|---|-------------|---------|
| Date | Description | Expense | Date | Description | Expense |
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| Total For: _____ | | | Total For: _____ | | |

| Other Expenses (Less Common Expenses or Once a Month) | | | Large Purchases (over \$500 for Equipment, Furnishing, Capital Assets) | | |
|---|-------------|---------|--|-------------|-----------------|
| Date | Description | Expense | Date | Description | Large Purchases |
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| Total Other Expenses | | | Total Large Purchases | | |

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Let me help you benefit from the credits and deductions that save you money to make the most of your tax return.

Business Tax | Individual Tax | Nonprofit Tax



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MONTHLY REPORT SUMMARY

Business Name: _____

Year: _____

| | Income | Expense | Large Purchases | Gain/Loss | Notes |
|-----------|--------|---------|-----------------|-----------|-------|
| January | | | | | |
| February | | | | | |
| March | | | | | |
| April | | | | | |
| May | | | | | |
| June | | | | | |
| July | | | | | |
| August | | | | | |
| September | | | | | |
| October | | | | | |
| November | | | | | |
| December | | | | | |
| Year End | | | | | |

Remember to record Large Purchase Items such as Equipment, Furnishings, and Other Capital Assets costing \$500 or more separately on the worksheet and put a note about the item for year

MILEAGE ANNUAL SUMMARY

Beginning Odometer on Vehicle: _____ Ending Odometer on Vehicle: _____

Business Miles: _____ Personal Miles: _____ Total Miles: _____

GOALS

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