

END OF YEAR EXPENSE ORGANIZER			
(you may use this in lieu of the other tabs/spreadsheet)			
DO NOT use if you track inventory			
CATEGORY*	\$ AMOUNT	MILEAGE DEDUCTION	
Advertising/Marketing/Promo		INFORMATION ON YOUR VEHICLE:	
Commissions/fees/memberships		When did you start driving your vehicle for business?	
Contract Labor		Leased or owned?	
Equipment Purchased (including computers)		If owned: original purchase price?	
Insurance (not health)		If leased: monthly payment?	
Legal & Professional Services		When did you purchase or start leasing this vehicle?	
Continuing Education		01/01/2023 Odometer reading:	
Office/studio expenses (including subscriptions)		12/31/2023 Odometer reading:	
Repairs/Maintenance		Total Number of Business miles in 2023:	
Supplies (including costumes)			
Travel Meals			
Other Travel Expenses (airfare, lodging, etc.)		HOME OFFICE DEDUCTION	
Business Meals		Sq. Footage of Entire Living Space	
Local Transit, Parking, & Tolls		Sq. Footage of Home Office Space	
Research & Development		Total 2023 Rent	
Equipment Rental		Total 2023 Mortgage Interest	
Space Rental (not your home)		Total 2023 Real Estate Taxes	
Other:		Total 2023 Insurance	
		Total 2023 Utilities	
		2023 Home Repairs and Maintenance	
		2023 Annual Condo/Coop Fee	
		Year & Month of Home Purchase	
		Amount of Home Purchase	
		Last Assessed Value of Home (if known)	

<u>HEALTH INSURANCE</u>		<u>RETIREMENT CONTRIBUTIONS</u>		\$ Amount
TOTAL 2023 PREMIUMS			Traditional IRA	
HEALTH INSURANCE PROVIDER			ROTH IRA	
			SEP IRA	
			Other _____	
*VIEW THIS TAB FOR MORE INFORMATION ON CATEGORI				