

**Cash Recap 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 \_\_\_\_\_

Taxes & Licenses \_\_\_\_\_

Independent Contractors \_\_\_\_\_

Rent \_\_\_\_\_

Advertising \_\_\_\_\_

Contributions \_\_\_\_\_

Pension Costs \_\_\_\_\_

Legal & Professional Fees \_\_\_\_\_

Telephone & Utilities \_\_\_\_\_

Insurance - General \_\_\_\_\_

Insurance – Medical \_\_\_\_\_

Insurance – Life \_\_\_\_\_

Business Meals \_\_\_\_\_

Business Entertainment \_\_\_\_\_

Office Supplies \_\_\_\_\_

Business Miles/Business Travel \_\_\_\_\_

Fixed Assets (items greater than \$2.5K each) \_\_\_\_\_

Shareholder Distributions \_\_\_\_\_

Loan Repayments to Shareholder \_\_\_\_\_

Loan Repayments to \_\_\_\_\_

Others \_\_\_\_\_

Others \_\_\_\_\_

**Total Expenditures** \$ -

**Equals ending checkbook balance (Reconciled to bank balance)** \$ -

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