

公司收支简表 (SUM OF INCOME & EXPENSES)

公司名字 (CO. NAME): _____ 报税号码(EIN): _____

公司地址 (CO. ADDRESS): _____

公司电话 (CO. PHONE #): _____ FAX: _____

公司开办日 (BUSINESS START DAY): _____ 生意内容 (BUSINESS TYPE): _____

记账方法 (ACCOUNTING METHOD): CASH [] ACCRUAL []

公司州报税号码 (STATE TAX ID): _____

一年营业总收入 (GROSS SALE): _____

其他收入 (OTHER SALE): _____

支出如下:

| | | |
|----------------------------|---------------------------------|---------------------------------|
| 买入材料 (MATERIAL PURCHASED): | 年头存货 (BEG. INVENTORY): | 年底存货 (END. INVENTORY): |
| 小工具 (SMALL TOOLS & EQUIP) | 车辆费用 (AUTO EXPENSE): | 佣金/服务费 (COMMISSION & FEES): |
| 广告 (ADVERTISEMENT) | 保险费 (INSURANCE): | 贷款利息 (LOAN INTERESTS): |
| 员工福利 (FRINGE BENEFITS): | 修理保费 (REPAIR COSTS): | 其他材料供给 (SUPPLIES): |
| 租金 (RENT): | 州税 (STATE TAX): | 地方税/财产税 (LOCAL & PROPERTY TAX): |
| 联邦税 (FEDERAL TAX): | 交通费 (TRAVEL COSTS): | 生意请客 (MEALS & ENTERTAINMENTS): |
| 牌照税 (LICENSE & PERMITS): | 员工薪金 (SALARY & WAGES): | 银行手续费 (BANK CHARGES): |
| 水电费 (UTILITIES): | 销售费 (SALE EXPENSES): | 邮递费 (POSTAGE/DELIVERY): |
| 慈善捐款 (CONTRIBUTION): | 订报刊杂志 (NEWSPAPER SUBSCRIPTION): | 电话费 (TELEPHONE EXPENSES): |
| 印刷费 (COPY/PRINTING) | 垃圾及清洁费 (GARBAGE/CLEANING) | 其他费用 (MISC. EXPENSES): |

备注 (NOTES): _____

现金 (YEAR END CASH BALANCE): _____ 欠债情况 (LIABILITIES): _____

资产情况 (ASSETS): _____

签名 (SIGNATURE) 公司代表签名 _____ (DATE) 日期 _____