

2013 CORPORATION/PARTNERSHIP INCOME & EXPENSES

REVENUE		COST OF GOODS SOLD	
Merchant Card & Third Party Payments (from Form 1099-K)	\$ _____	Beginning Inventory as of 01/01/2013 (At Cost)	\$ _____
Gross Receipts Not Included Above	\$ _____	Merchandise Purchased	\$ _____
Returns & Allowances	\$ _____	*Materials & Supplies UNDER \$200 (per item)*	} <i>New rules effective 01/01/14</i>
Dividends	\$ _____	*Materials & Supplies OVER \$200 (per item)*	
Interest	\$ _____	Cost of Labor	\$ _____
Gross Rents	\$ _____	Officer(s) Compensation	\$ _____
Gross Royalties	\$ _____	Other Costs: _____	\$ _____
Other Income	\$ _____	Ending Inventory as of 12/31/2013 (At Cost)	\$ _____

EXPENSES				
Accounting Fees	\$ _____	Rent	\$ _____	
Advertising	\$ _____	*Repairs & Maintenance UNDER \$500 (per item)*	} <i>New rules effective 01/01/14</i>	
Bank Service Charges	\$ _____	*Repairs & Maintenance OVER \$500 (per item)*		\$ _____
Cleaning	\$ _____	*Small Tools & Equipment UNDER \$500 (per item)*		\$ _____
Commissions	\$ _____	*Small Tools & Equipment OVER \$500 (per item)*		\$ _____
Dues & Publications	\$ _____	Software Purchases	\$ _____	
Entertainment	\$ _____	Taxes - FUTA (include Form 940)	\$ _____	
Gifts & Promotions	\$ _____	Taxes - SUTA (include 1st-4th Qtr '13 State Unemployment Forms)	\$ _____	
Insurance - Auto	\$ _____	Taxes - Medicare (include 1st-4th Qtr '13 Forms 941)	\$ _____	
Insurance - Health (Officer Only)	\$ _____	Taxes - Social Security (include 1st-4th Qtr '13 Forms 941)	\$ _____	
Insurance - Health (Other)	\$ _____	Taxes - Personal Property	\$ _____	
Insurance - Other	\$ _____	Taxes - Real Estate	\$ _____	
Internet Fees	\$ _____	Taxes - Sales	\$ _____	
Interest Expense	\$ _____	Telephone Expense	\$ _____	
Legal Fees* (See Below)	\$ _____	Travel Expense	\$ _____	
License & Fees	\$ _____	Utilities	\$ _____	
Linen	\$ _____	Other: _____	\$ _____	
Meals	\$ _____	_____	\$ _____	
Office Expense	\$ _____	_____	\$ _____	
Postage & Freight	\$ _____	_____	\$ _____	
Printing	\$ _____	_____	\$ _____	

AUTO

	VEHICLE 1	VEHICLE 2	VEHICLE 3	VEHICLE 4
Date Placed in Service	____ / ____ / ____	____ / ____ / ____	____ / ____ / ____	____ / ____ / ____
Mileage:				
- Total Miles	# _____	# _____	# _____	# _____
- Business Miles	# _____	# _____	# _____	# _____
Actual Expenses:				
Base Price-Trade In+Sales Tax	\$ _____	\$ _____	\$ _____	\$ _____
Car Wash	\$ _____	\$ _____	\$ _____	\$ _____
Gasoline	\$ _____	\$ _____	\$ _____	\$ _____
Insurance	\$ _____	\$ _____	\$ _____	\$ _____
Interest	\$ _____	\$ _____	\$ _____	\$ _____
Lease Payments	\$ _____	\$ _____	\$ _____	\$ _____
Oil Changes	\$ _____	\$ _____	\$ _____	\$ _____
Parking Fees/Tools	\$ _____	\$ _____	\$ _____	\$ _____
Registration	\$ _____	\$ _____	\$ _____	\$ _____
Repairs & Maintenance	\$ _____	\$ _____	\$ _____	\$ _____
Tires	\$ _____	\$ _____	\$ _____	\$ _____

IF YOU PAID AN ATTORNEY ANY MONEY IN 2013, YOU MUST ISSUE 1099

Name: _____	SSN/EIN: _____
Address 1: _____	Address 2: _____
City: _____	State: _____ Zip: _____

2013 CORPORATION/PARTNERSHIP BALANCE SHEET

BANK BALANCE(S)

(Check with financial institution, if necessary)

Account Name: _____	Account Name: _____
Type of Account: _____	Type of Account: _____
Balance as of 01/01/2013: _____ \$	Balance as of 01/01/2013: _____ \$
Balance as of 12/31/2013: _____ \$	Balance as of 12/31/2013: _____ \$
Account Name: _____	Account Name: _____
Type of Account: _____	Type of Account: _____
Balance as of 01/01/2013: _____ \$	Balance as of 01/01/2013: _____ \$
Balance as of 12/31/2013: _____ \$	Balance as of 12/31/2013: _____ \$

BUSINESS LOAN BALANCE(S)

(Check with financial institution, if necessary)

Type of Loan: _____	Type of Loan: _____
Balance as of 12/31/2013: _____ \$	Balance as of 12/31/2013: _____ \$
Interest Paid in 2013: _____ \$	Interest Paid in 2013: _____ \$
Type of Loan: _____	Type of Loan: _____
Balance as of 12/31/2013: _____ \$	Balance as of 12/31/2013: _____ \$
Interest Paid in 2013: _____ \$	Interest Paid in 2013: _____ \$

ACCOUNTS RECEIVABLE

Trade Notes & Accounts Receivable Balance as of 12/31/2013 \$ _____	Allowance for Bad Debts (\$ _____)
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AUTO LOAN BALANCE(S)

(Check with financial institution, if necessary)

Type of Loan: _____	Type of Loan: _____
Type of Loan: _____ \$	Type of Loan: _____ \$
Balance as of 12/31/2013: _____ \$	Balance as of 12/31/2013: _____ \$
Type of Loan: _____	Type of Loan: _____
Type of Loan: _____ \$	Type of Loan: _____ \$
Balance as of 12/31/2013: _____ \$	Balance as of 12/31/2013: _____ \$

LOAN(S) TO COMPANY

DATE	NAME	AMOUNT
1. / /	_____	\$ _____
2. / /	_____	\$ _____
3. / /	_____	\$ _____
4. / /	_____	\$ _____
5. / /	_____	\$ _____

LOANS TO SHAREHOLDER(S)/PARTNER(S)

DATE	NAME	AMOUNT
1. / /	_____	\$ _____
2. / /	_____	\$ _____
3. / /	_____	\$ _____
4. / /	_____	\$ _____
5. / /	_____	\$ _____

LOAN PAYBACK TO SHAREHOLDER(S)/PARTNER(S)

DATE	NAME	AMOUNT
1. / /	_____	\$ _____
2. / /	_____	\$ _____
3. / /	_____	\$ _____
4. / /	_____	\$ _____
5. / /	_____	\$ _____

LOAN PAYBACK TO COMPANY

DATE	NAME	AMOUNT
1. / /	_____	\$ _____
2. / /	_____	\$ _____
3. / /	_____	\$ _____
4. / /	_____	\$ _____
5. / /	_____	\$ _____

NEW ASSET PURCHASES (NEEDED FOR PPT - DUE 01/31/2013)

DATE	DESCRIPTION	COST
1. / /	_____	\$ _____
2. / /	_____	\$ _____
3. / /	_____	\$ _____
4. / /	_____	\$ _____
5. / /	_____	\$ _____

2012 ESTIMATED TAX PAYMENTS

	FEDERAL	CIT
1ST QTR DUE 04/15/2013	\$ _____	\$ _____
2ND QTR DUE 06/17/2013	\$ _____	\$ _____
3RD QTR DUE 09/16/2013	\$ _____	\$ _____
4TH QTR DUE 01/15/2014	\$ _____	\$ _____
2012 OVERPAYMENT APPLIED TO 2013	\$ _____	\$ _____

GURIN & GURIN, P.C. PRIVACY POLICY

We value and trust your confidence, and we want to assure that your personal information is kept completely confidential by our office. As a tax and accounting firm, we adhere to the highest level of professional and ethical responsibility and obligations to protect the confidentiality of all client information.

This *Privacy Policy* will help you understand what information we collect about you, the limited times we may share it with others and what measures we take to protect your privacy.

What Personal Information Do We Collect ?

In order to meet your needs in the course of tax preparation/planning and tax compliance engagements for you, we collect various types of personal information about you from the following sources:

- Information we receive from you in person, by telephone, mail or electronic mail through our website, on tax preparation worksheets and on other documents or forms we use in preparing your tax returns or providing other services for you. Such information includes, but is not limited to, your name, social security number, income, investment and other assets, and other tax and financial information about you;
- Information we receive from others about your transactions or relationships with them. Such information includes, but is not limited to, investment loan or banking activity, balances or account numbers, legal agreements and documents, and other information we gather in the course of providing services to you;
- Information we receive from you when your browser interacts with our website. This could include information transmitted on an Internet "cookie" such as a password to our site, your preferences on the site and your Internet Provider's address; and
- Information we receive from a consumer reporting agency such as your credit history and outstanding loan balances.

Is Personal Information Shared With Others ?

We do not share personal information about you with anyone without your express written consent, except as permitted by law and as described below.

The law permits or requires disclosure in certain instances, such as if we must share information to protect against fraud, in response to a court subpoena, or as part of actual or threatened legal proceedings or alternate dispute resolution.

We may share information we collect (except for consumer reporting information which we do not disclose) to nonaffiliated companies which perform support services on our behalf (i.e. tax or data processing, transmission of electronic returns or data, records retention and mailing services). We **DO NOT** sell or otherwise disclose our client list or any of your information to outside companies for their marketing or solicitation use.

We may also share your information with other parties that help assure our compliance with professional accounting standards (i.e. peer review) or that conduct due diligence procedures.

How Do We Protect the Confidentiality & Security of Your Personal Information ?

Keeping your information confidential and secure is of utmost importance to us. We follow standard industry practices to actively protect the confidentiality, security and integrity of your personal information. We also maintain physical, electronic and procedural safeguards to protect your personal information. Our employees are bound by internal confidentiality policies and are subject to disciplinary action for any policy violations. And, we take appropriate precautions before sharing your information with any outside party.

Should you become an inactive client or should our relationship end, for whatever reason, we will continue to protect the confidentiality and security of your personal information in accordance with this *Privacy Policy*.

Our Pledge to You

As accountants, our professional ethical obligations and responsibilities have always demanded no less than the highest regard and duties for the confidentiality of your personal information and the security of your privacy. We will protect your personal information, use it only as necessary and perform our engagements so as to always maintain your trust and confidence in us.

Thank you for allowing us to be of service; we truly value our relationship with you. We hope you view our firm as your most trusted advisor, and we will work to continue earning that trust. Please call us anytime you have questions or if we may be of further service to you.