GURIN & GURIN

2009
BUSINESS WORKSHEETS

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2009 BUSINESS INCOME & EXPENSES

NAME OF BUSINESS: ______________________________

C/O NAME:	______________	C/O NAME:	______________
BUSINESS ADDRESS:	______________	MAILING ADDRESS:	______________
CITY / STATE / ZIP:	______________	CITY / STATE / ZIP:	______________

REVENUE:		**COST OF GOODS SOLD:**	
SALES	$	MERCHANDISE PURCHASED	$
INTEREST INCOME	$	MATERIALS & SUPPLIES	$
OTHER INCOME	$	OFFICER(S) WAGES	$
		SALARIES & WAGES	$

EXPENSES:		**EXPENSES (CONT'D):**	
ACCOUNTING FEES	$	RENT EXPENSE	$
ADVERTISING	$	REPAIRS & MAINTENANCE	$
BANK SERVICE CHARGES	$	SMALL TOOLS & EQUIPMENT	$
CLEANING	$	SOFTWARE PURCHASES	$
COMMISSIONS	$	TAXES - 941	$
DUES & PUBLICATIONS	$	TAXES - 940	$
ENTERTAINMENT	$	TAXES - MESC	$
INSURANCE - AUTO	$	TAXES - PPT	$
INSURANCE - HEALTH	$	TAXES - PAYROLL**	$
INSURANCE - HEALTH (Officer Only)	$	TAXES - PROPERTY	$
INSURANCE - OTHER	$	TAXES - SALES	$
INTERNET FEES	$	TELEPHONE EXPENSE	$
INTEREST EXPENSE	$	TRAVEL EXPENSE	$
LEGAL FEES*	$	UTILITIES	$
LICENSE & FEES	$	VEHICLE EXPENSE (Repairs, oil, etc.)	$
LINEN	$	VEHICLE PAYMENT	$
MEALS	$	OTHER EXPENSES:	$
OFFICE EXPENSE	$	______________	$
POSTAGE & FREIGHT	$	______________	$
PRINTING EXPENSE	$	______________	$
PROMOTIONS	$	______________	$

** Please Include Copies of 940/941/MESC Quarterly Reports **

***ATTORNEY INFO FOR 1099s**			
NAME:	______________	**VEHICLE MILEAGE:**	
ADDRESS:	______________	TOTAL	______________
CITY / STATE / ZIP:	______________	BUSINESS	______________
SSN OR EIN	______________		

2009 BUSINESS BALANCE SHEET ITEMS

BANK BALANCE:

AS OF JANUARY 1, 2009: $ ____________

AS OF DECEMBER 31, 2009: $ ____________

MONEY MARKET (Interest Income) $ ____________

BUSINESS LOAN BALANCE(S):

(CHECK WITH INSTITUTION, IF NECESSARY)

TYPE OF LOAN: ____________

AS OF DECEMBER 31, 2009: $ ____________

INTEREST PAID IN 2009: $ ____________

TYPE OF LOAN: ____________

AS OF DECEMBER 31, 2009: $ ____________

INTEREST PAID IN 2009: $ ____________

TYPE OF LOAN: ____________

AS OF DECEMBER 31, 2009: $ ____________

INTEREST PAID IN 2009: $ ____________

AUTO LOAN BALANCE:

(CHECK WITH INSTITUTION, IF NECESSARY)

TYPE OF VEHICLE: ____________

AS OF DECEMBER 31, 2009: $ ____________

INTEREST PAID IN 2009: $ ____________

TYPE OF VEHICLE: ____________

AS OF DECEMBER 31, 2009: $ ____________

INTEREST PAID IN 2009: $ ____________

TYPE OF VEHICLE: ____________

AS OF DECEMBER 31, 2009: $ ____________

INTEREST PAID IN 2009: $ ____________

INVENTORY BALANCE:

AS OF DECEMBER 31, 2009 (at cost): $ ____________

NEW EQUIPMENT PURCHASES:

	DATE	DESCRIPTION	AMOUNT
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			

ESTIMATED PAYMENTS FOR 2009 TAX YEAR

FEDERAL (1120)	STATE (MBT)
1.	1.
2.	2.
3.	3.
4.	4.

PERSONAL LOANS TO COMPANY

NAME	AMOUNT
1.	$
2.	$
3.	$
4.	$

GURIN & GURIN PRIVACY POLICY

We value your trust and confidence, and we want to assure that your personal information is kept completely confidential by us. As a tax and accounting fir, 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.

<u>WHAT PERSONAL INFORMATION DO WE COLLECT?</u>

In order to meet your needs in the course of tax return preparation, tax and financial 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 Service Provider's address; and

- Information we receive from a consumer reporting agency such as your credit history and outstanding loan balances.

<u>IS PERSONAL INFORMATION SHARED WITH OTHERS?</u>

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.

<u>HOW DO WE PROTECT THE CONFIDENTIALITY & SECURITY OF YOUR PERSONAL INFORMATION?</u>

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 guard 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 parties.

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

<u>OUR PLEDGE TO YOU</u>

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.