

BUSINESS EXPENSES OF CLERGY

NAME: _____ YEAR: _____

SUPPLIES

Business Cards \$ _____
 Emblems _____
 Greeting cards _____
 Map book _____
 Office supplies _____
 Religious music books _____
 Stationery _____
 Theology books _____
 Other: _____
 TOTAL: _____

LEGAL & PROFESSIONAL SERVICES

Accounting _____
 Clerical service _____
 Legal _____
 Other: _____
 TOTAL: _____

MEALS & ENTERTAINMENT

Entertainment (100%) _____
 Other: _____
 Overnight Business Meals
 & Entertainment _____
 TOTAL: _____

TELEPHONE

Answering service _____
 Beeper/pager _____
 Cellular _____
 Faxes _____
 Monthly base 2nd Line _____
 Toll _____
 Phone Cards _____
 Other: _____
 TOTAL: _____

PARSONAGE ALLOWANCE

Allowance received _____
 Home interest and principal _____
 Home taxes _____
 Home rent _____
 Home repair _____
 Home insurance _____
 Home utilities _____
 Home furnishings and appliances _____
 TOTAL: _____

If you have any questions, please call:

GrimesTax
Enrolled Agent
2570 Gladiator Drive
 Fenton, MO 63026
(636) 225-1114 Fax (636) 225-1700

DUES AND SUBSCRIPTIONS

Association dues \$ _____
 Professional subscriptions _____
 Religious Societies _____
 Other: _____
 TOTAL: _____

CONTINUING EDUCATION

Correspondence course fees _____
 Reference material _____
 Registration _____
 Seminar fees _____
 Textbooks _____
 Other: _____
 TOTAL: _____

UNIFORM & LAUNDRY

Clergy Specific Clothing _____
 Alterations _____
 Cleaning _____
 Laundry _____
 Vestment repair _____
 Other: _____
 TOTAL: _____

UNCLASSIFIED

Business insurance _____
 Office expense _____
 Postage _____
 Printing & reproduction _____
 Software _____
 Other: _____
 TOTAL: _____

EQUIPMENT PURCHASES

| | <u>Business %</u> | <u>DATE</u> | <u>AMOUNT</u> |
|-------------------|-------------------|-------------|---------------|
| Answering machine | _____ | _____ | _____ |
| Calculator | _____ | _____ | _____ |
| Cellular phone | _____ | _____ | _____ |
| Computer | _____ | _____ | _____ |
| Copy machine | _____ | _____ | _____ |
| FAX machine | _____ | _____ | _____ |
| Other: _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ |
| TOTAL: | _____ | _____ | _____ |