CLERGY WORKSHEET

Client:___

Parsonage Allowance	
Interest - home	
Allowance received	
Taxes - home	
Rent - home	
Repairs - home	
Insurance - home	
Utilities - home	
Other	
Total	

Professional	
Professional dues	
Religious Subscriptions	
Business Associations	
Secretarial	
Bookkeeper	
Other	
Total	

Continuing Education	
Correspondence Course	
Course Registration	
Materials & Supplies	
Photocopy	
Reference Material	
Seminar fees	
Textbooks	
Other	
Total	

Insurance	
Equipment	
Other	
Total	

ID#_____

_Tax Year_____

The purpose of this worksheet is to help you organize your tax deductible business expenses. In order for an expense to be deductible, it must be considered an "ordinary and necessary" expense. You may include other applicable expenses. Do not include expenses for which you have been reimbursed, expect to be reimbursed, or are reimbursable.

Office equipment Office supplies Computer Vestments Vestments - cleaning	Vehicle & Travel		
Music BooksImage: Source S	See Vehicle, Travel & Entertainment Worksheet		
Music BooksImage: Source S			
Theology booksBusiness cardsClerical serviceGreeting cardsInsuranceLegal & professional feesMap bookPagerPhotocopyPostageSoftwareOffice equipmentOffice suppliesComputerVestments - cleaningVestments - repairOther		pment	
Business cardsClerical serviceGreeting cardsInsuranceLegal & professional feesMap bookPagerPhotocopyPostageSoftwareOffice equipmentOffice suppliesComputerVestments - cleaningVestments - repairOtherOtherOtherOtherOther			
Clerical serviceGreeting cardsInsuranceLegal & professional feesMap bookPagerPhotocopyPostageSoftwareOffice equipmentOffice suppliesComputerVestmentsVestments - cleaningVestments - repairOther	Theology books		
Greeting cardsInsuranceLegal & professional feesMap bookPagerPhotocopyPostageSoftwareOffice equipmentOffice suppliesComputerVestments - cleaningVestments - repairOtherOtherOtherOtherOtherOther	Business cards		
InsuranceLegal & professional feesMap bookPagerPhotocopyPostageSoftwareOffice equipmentOffice suppliesComputerVestmentsVestments - cleaningVestments - repairOtherOtherOtherOtherOther	Clerical service		
Legal & professional feesMap bookPagerPhotocopyPostageSoftwareOffice equipmentOffice suppliesComputerVestmentsVestments - cleaningVestments - repairOtherOtherOtherOtherOtherOther	Greeting cards		
Map bookPagerPhotocopyPostageSoftwareOffice equipmentOffice suppliesComputerVestmentsVestments - cleaningVestments - repairOtherOtherOtherOther	Insurance		
PagerPhotocopyPostageSoftwareOffice equipmentOffice suppliesComputerVestmentsVestments - cleaningVestments - repairOtherOtherOtherOtherOther	Legal & professional fees		
PhotocopyPostagePostageSoftwareOffice equipmentOffice suppliesComputerVestmentsVestments - cleaningVestments - repairOtherOtherOtherOther	Map book		
PostageSoftwareOffice equipmentOffice suppliesComputerVestmentsVestments - cleaningVestments - repairOtherOtherOtherOtherOther	Pager		
SoftwareOffice equipmentOffice suppliesComputerVestmentsVestments - cleaningVestments - repairOtherOtherOtherOtherOtherOther	Photocopy		
Office equipmentOffice suppliesComputerVestmentsVestments - cleaningVestments - repairOtherOtherOtherOtherOtherOtherOther	Postage		
Office suppliesComputerVestmentsVestments - cleaningVestments - repairOtherOtherOtherOtherOtherOtherOther	Software		
ComputerVestmentsVestments - cleaningVestments - repairOtherOtherOtherOtherOtherOtherOther	Office equipment		
Vestments Vestments - cleaning Vestments - repair Other Other Other Other Other	Office supplies		
Vestments - cleaning Vestments - repair Other Other Other Other	Computer		
Vestments - repair Other Other Other Other Other Other	Vestments		
Other	Vestments - cleaning		
Other_Other_Other_Other_Other_Other_Other_Other_Other_Other_Other	Vestments - repair		
Other Other	Other		
Other	Other		
	Other		
Total	Other		
	Total		

Telephone	
Answering machine	
Answering service	
Cellular	
Pay Phone	
Toll Calls	
Fax line	
Other	
Total	

Other Information

