

# BOTTOM LINE, INC.

A Professional Tax Practice  
Specializing in Preparation, Audit Representation, & Bookkeeping  
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## FIREFIGHTER'S EMPLOYEE BUSINESS EXPENSES

Name \_\_\_\_\_ Rank \_\_\_\_\_ FYE 2016 Pg 1 of 4

	# of items		Cost per item	=	Total
<b>UNIFORM EXPENSE:</b>					
Pants	_____	X	\$ _____	=	_____
Shirts	_____	X	\$ _____	=	_____
Boots	_____	X	\$ _____	=	_____
Badges/emblems/insignias/patches	_____	X	\$ _____	=	_____
Hats / helmets	_____	X	\$ _____	=	_____
Jackets	_____	X	\$ _____	=	_____
Turnouts	_____	X	\$ _____	=	_____
Brush gear	_____	X	\$ _____	=	_____
Safety gear	_____	X	\$ _____	=	_____
Rain jackets	_____	X	\$ _____	=	_____
Socks (regulation)	_____	X	\$ _____	=	_____
Sports bras	_____	X	\$ _____	=	_____
Ties	_____	X	\$ _____	=	_____

**Total uniform expense** =====

<b>PHYSICAL CONDITIONING EXPENSE</b>					
Cross trainers	_____	X	\$ _____	=	_____
T-Shirts	_____	X	\$ _____	=	_____
Jogging outfits / sweats	_____	X	\$ _____	=	_____
Shorts	_____	X	\$ _____	=	_____
Jackets	_____	X	\$ _____	=	_____

**Total physical conditioning expense** =====

<b>UNIFORM MAINTENANCE:</b>					
Laundry	_____	X	\$ _____	=	_____
Repairs / alterations	_____	X	\$ _____	=	_____
<b>Uniform maintenance:</b>					
# of uniforms per week	_____				
# of weeks	_____				
Multiply these together =	_____	X	\$ _____	=	_____

or

# of shifts per year	_____	X	\$ _____	=	_____
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**Total uniform maintenance** =====

**BEDDING:**

Regular blankets \_\_\_\_\_  
Electric blankets \_\_\_\_\_  
Sleeping bags \_\_\_\_\_

Pillows \_\_\_\_\_  
Sheets \_\_\_\_\_  
Misc \_\_\_\_\_

**Total bedding expense**

=====

**UNIFORM ACCESSORIES:**

Belts \_\_\_\_\_  
Ear muffs \_\_\_\_\_  
Ear plugs \_\_\_\_\_  
Flashlight ring \_\_\_\_\_  
Flat badge \_\_\_\_\_  
Gloves \_\_\_\_\_  
Key strap / holders \_\_\_\_\_

Mini-lite holder \_\_\_\_\_  
Pepper spray holder \_\_\_\_\_  
Radio holder \_\_\_\_\_  
Polish \_\_\_\_\_  
Vests - reflective \_\_\_\_\_  
Misc: \_\_\_\_\_  
Misc: \_\_\_\_\_

**Total uniform accessories expense**

=====

**MISC PROFESSIONAL ACCESSORIES & EXPENSES:**

Antiseptic gel \_\_\_\_\_  
Audio cassettes \_\_\_\_\_  
Binoculars \_\_\_\_\_  
Bioshield decontaminant \_\_\_\_\_  
Code book \_\_\_\_\_  
Cool seat \_\_\_\_\_  
Daytimer / planner \_\_\_\_\_  
Film \_\_\_\_\_  
Film developing \_\_\_\_\_  
First-aid kits \_\_\_\_\_  
Flares \_\_\_\_\_  
Flashlight \_\_\_\_\_  
Flashlight batteries \_\_\_\_\_  
Gear bags \_\_\_\_\_  
ID case \_\_\_\_\_  
Key safe \_\_\_\_\_  
Knives \_\_\_\_\_  
Latex gloves \_\_\_\_\_  
Magnifier \_\_\_\_\_  
Sun glasses # \_\_\_\_\_ X  
Watches # \_\_\_\_\_ X

Map books \_\_\_\_\_  
Maps \_\_\_\_\_  
Needle storage tubes \_\_\_\_\_  
Notebooks \_\_\_\_\_  
Parking fees \_\_\_\_\_  
Pens / pencils \_\_\_\_\_  
Pocket tools \_\_\_\_\_  
Prof periodicals \_\_\_\_\_  
Radio \_\_\_\_\_  
Search & rescue eqmt \_\_\_\_\_  
Stress tapes \_\_\_\_\_  
Strike bags \_\_\_\_\_  
Suspenders \_\_\_\_\_  
Video cassettes \_\_\_\_\_  
Whistle \_\_\_\_\_  
Misc: \_\_\_\_\_  
Misc: \_\_\_\_\_  
Misc: \_\_\_\_\_  
Misc: \_\_\_\_\_  
= \_\_\_\_\_  
= \_\_\_\_\_

**Total misc professional accessories**

=====

**COMMUNICATIONS:**

Cell phone chgs per yr \_\_\_\_\_  
Cell phone purchase \_\_\_\_\_  
2nd home line \_\_\_\_\_  
Misc \_\_\_\_\_

**Total communication expense**

=====

CONTINUING EDUCATION:

Name of Schools: \_\_\_\_\_

Seminars: \_\_\_\_\_

Subjects taken \_\_\_\_\_

Gen'l Hazardous Waste Swift Water Certificate

Tuition \_\_\_\_\_ Books \_\_\_\_\_ Supplies \_\_\_\_\_

**Total education expense** =====

AUTO:

**TOTAL MILES ROUNDTRIP**

# _____	trips to non-dept fires	x 2 =	_____	miles
# _____	trips to other stations	x 2 =	_____	miles
# _____	trips to school	x 2 =	_____	miles
# _____	trips to union meetings	x 2 =	_____	miles
# _____	trips to Baker to Vegas	x 2 =	_____	miles
# _____	trips to _____	x 2 =	_____	miles

Total January - December miles @ .54 x \_\_\_\_\_ =

**Total Auto expense** =====

TRAVEL:

Meals	\$ _____	X 50% =	_____
Lodging			_____
Parking expense			_____

**Total travel expense** =====

NON-DISCRETIONARY FIREHOUSE MESS:

# _____	shifts (usually 120 plus OT)		
X	\$ _____	per shift	
=	\$ _____	X 50% (since only 50% is deductible) =	=====

**TOTAL FIREFIGHTER'S EMPLOYEE BUSINESS EXPENSES** =====

UNION DUES: (Separate line item; do not include in total) =====

SCHEDULE OF EQUIPMENT PURCHASED THIS YEAR:

	Date Acquired	Amount
Answering machine	_____	_____
Briefcase	_____	_____
Calculators	_____	_____
Camera	_____	_____
Cell phone	_____	_____
Computer hardware	_____	_____
Computer software	_____	_____
Copier	_____	_____
Desk	_____	_____
Dictaphone	_____	_____
FAX machine	_____	_____
File cabinet	_____	_____
Ipad & accessories	_____	_____
Other:	_____	_____
Other:	_____	_____
Other:	_____	_____
Other:	_____	_____
<b>TOTAL</b>		=====

Print out and call: Douglas Maletz, E.A. at 805 / 230-1313 for an appointment