

BOTTOM LINE, INC.

A Professional Tax Practice
 Specializing in Preparation, Audit Representation, & Bookkeeping
 31365 Oak Crest Drive, Suite 200
 Westlake Village, CA 91361

DOUGLAS MALETZ, E.A.

Telephone 805 / 230-1313
 Fax 805 / 230-1319

LAW ENFORCEMENT OFFICER'S EMPLOYEE BUSINESS EXPENSES

Name _____ Rank _____

FYE 2016

YOU MUST KEEP YOUR RECEIPTS !!!

Page 1 of 4

	# of items		Cost per item	Total
UNIFORM EXPENSE:				
Pants				
Class A	_____	X	\$ _____	= _____
Class B	_____	X	\$ _____	= _____
Swat	_____	X	\$ _____	= _____
Other	_____	X	\$ _____	= _____
Shirts				
Class A	_____	X	\$ _____	= _____
Class B	_____	X	\$ _____	= _____
Swat	_____	X	\$ _____	= _____
Beach patrol	_____	X	\$ _____	= _____
Long sleeve	_____	X	\$ _____	= _____
Turtlenecks	_____	X	\$ _____	= _____
Dickies	_____	X	\$ _____	= _____
Other	_____	X	\$ _____	= _____
Boots				
Badges / emblems / insignias / patches				
	_____	X	\$ _____	= _____
Hats / helmets				
	_____	X	\$ _____	= _____
Jackets				
	_____	X	\$ _____	= _____
Rain jackets				
	_____	X	\$ _____	= _____
Shorts (beach / bike patrol)				
	_____	X	\$ _____	= _____
Socks (regulation)				
	_____	X	\$ _____	= _____
Sports bras				
	_____	X	\$ _____	= _____
Ties				
	_____	X	\$ _____	= _____

Total uniform expense

=====

PHYSICAL CONDITIONING EXPENSE

Cross trainers	_____	X	\$ _____	= _____
T-Shirts	_____	X	\$ _____	= _____
Jogging outfits / sweats	_____	X	\$ _____	= _____
Shorts	_____	X	\$ _____	= _____
Jackets	_____	X	\$ _____	= _____

Total physical conditioning expense

=====

UNIFORM ACCESSORIES:

Baton ring	_____	Keepers	_____
Belts	_____	Key strap / holders	_____
Cuff case	_____	Mini-lite holder	_____
Double magazine holders	_____	Pepper spray holder	_____
Ear muffs	_____	Polish	_____
Ear plugs	_____	Radio holder	_____
Flashlight ring	_____	Sam Browne	_____
Flat badge	_____	Speed loader case	_____
Gloves	_____	Taser holster	_____
Handcuff holder	_____	Vests -bullet proof	_____
Holsters - ankle	_____	Vests -reflective	_____
Holsters - shoulder	_____	Vehicle code	_____
Holsters - waist	_____	Misc: _____	_____

Total uniform accessories expense =====

MISC PROFESSIONAL ACCESSORIES & EXPENSES:

Antiseptic gel	_____	Magnifier	_____
Audio cassettes	_____	Map books	_____
Baton	_____	Maps	_____
Binoculars	_____	Needle storage tubes	_____
Bioshield decontaminant	_____	Notebooks	_____
Citation holder	_____	Parking fees	_____
Cool seat	_____	Penal code	_____
Cuff keys	_____	Pens / pencils	_____
Daytimer / planner	_____	Pocket tools	_____
Film	_____	Posse box	_____
Film developing	_____	Prof periodicals	_____
First-aid kits	_____	Radio	_____
Flares	_____	Search & rescue eqmt	_____
Flashlight	_____	Stress tapes	_____
Flashlight batteries	_____	Swat hood	_____
Gear bags	_____	Ticket book	_____
Handcuffs	_____	Tough cuffs	_____
ID case	_____	Video cassettes	_____
Informants	_____	Whistle	_____
Insurance - liability	_____	Misc: _____	_____
Key safe	_____	Misc: _____	_____
Latex gloves	_____	Misc: _____	_____
License - class B	_____	Misc: _____	_____
Sun glasses # _____ X	_____	=	_____
Watches # _____ X	_____	=	_____

Total misc professional accessories =====

COMMUNICATIONS:

Cell phone chgs per yr	_____
Cell phone purchase	_____
2nd home line	_____
Misc	_____

Total communication expense =====

UNIFORM MAINTENANCE:

Laundry _____ X \$ _____ = _____
 Repairs / alterations _____ X \$ _____ = _____
 Uniform maintenance:
 # of uniforms per week _____
 # of weeks _____
 Multiply these together = _____ X \$ _____ = _____
 or
 # of shifts per year _____ X \$ _____ = _____

Total uniform maintenance =====

AUTO:

TOTAL MILES ROUNDTRIP

_____ trips to court 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
 # _____ trips to range practice x 2 = _____ miles
 # _____ trips to desert to shoot x 2 = _____ miles
 (Total of range/desert should match total ammo trips below)

Total January-December miles @ .54 x _____ miles =

Total Auto expense =====

WEAPONS & AMMUNITION:

On-duty weapons: _____
 Off-duty weapons: _____

Ammunition _____ x _____ x \$ _____ = _____
 # of trips # of boxes
 to range/desert per trip
 See auto above

Grips _____ Rebluing _____
 Gun cleaning supplies _____ Rechroming _____
 Knives _____ Repairs _____
 Periodic qualifications _____ Range fees _____
 Reloads _____ Misc _____

Total weapon expense =====

CONTINUING EDUCATION:

Name of Schools: _____
Seminars: _____
Subjects taken _____

Tuition _____ Books _____ Supplies _____

Total education expense =====

OUT OF TOWN TRAVEL:

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

Total travel expense =====

TOTAL LAW ENFORCEMENT OFFICERS'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:	_____	_____

TOTAL _____

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