

BOTTOM LINE, INC.

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

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Name _____ Tax Year 2016

TEACHER'S WORKSHEET

LICENSE / CERTIFICATE RENEWAL _____

PROFESSIONAL MEMBERSHIPS _____

PROFESSIONAL PERIODICALS _____

CLASSROOM AIDS

Arts & crafts materials	_____	Awards	_____
Attendance books	_____	Classroom books	_____
Classroom reference	_____	Film	_____
Science lab supplies	_____	Software	_____
Theater arts materials	_____	Misc	_____

MISC PROFESSIONAL SUPPLIES

Pencils, pens, erasers	_____	Paper	_____
Club sponsorships	_____	Purell	_____
Decorations	_____	Xeroxing	_____
Party supplies	_____	Misc	_____

PHYSICAL EDUCATION EXPENSES

Equipment _____ Clothing/shoes _____

JOB RELATED TELEPHONE CALLS Parents, , Misc. _____

INTERNET ACCESS _____

CONTINUING EDUCATION

Schools attended:

_____	Tuition	_____
Classes taken:	Seminar fees	_____
	Books and supplies	_____
_____	Parking	_____

TRAVEL EXPENSES (Research, meetings)

Hotel _____ Airfare _____ Film _____

AUTOMOBILE

Between school & district office	_____	miles
After hour trips (ie-open house, back-to-school, weekend fundraisers)	_____	miles
Continuing education	_____	miles
Union meetings	_____	miles
Research	_____	miles
Miscellaneous	_____	miles

Jan-Dec total miles @ .54 x _____ miles =

Total

\$ _____
=====

UNION DUES (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	_____	_____
Printer	_____	_____
Other:	_____	_____
Other:	_____	_____
Other:	_____	_____
Other:	_____	_____
TOTAL		=====

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