

# 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 2019 Pg 1 of 4

|                                  | # of<br>items |   | Cost<br>per item | = | Total |
|----------------------------------|---------------|---|------------------|---|-------|
| UNIFORM EXPENSE:                 |               |   |                  |   |       |
| 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**

=====

### PHYSICAL CONDITIONING EXPENSE

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

**Total physical conditioning 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**

=====

**BEDDING:**

|                   |       |         |       |
|-------------------|-------|---------|-------|
| Regular blankets  | _____ | Pillows | _____ |
| Electric blankets | _____ | Sheets  | _____ |
| Sleeping bags     | _____ | Misc    | _____ |

**Total bedding expense**

=====

**UNIFORM ACCESSORIES:**

|                     |       |                     |       |
|---------------------|-------|---------------------|-------|
| Belts               | _____ | Mini-lite holder    | _____ |
| Ear muffs           | _____ | Pepper spray holder | _____ |
| Ear plugs           | _____ | Radio holder        | _____ |
| Flashlight ring     | _____ | Polish              | _____ |
| Flat badge          | _____ | Vests - reflective  | _____ |
| Gloves              | _____ | Misc: _____         | _____ |
| Key strap / holders | _____ | Misc: _____         | _____ |

**Total uniform accessories expense**

=====

**MISC PROFESSIONAL ACCESSORIES & EXPENSES:**

|                         |       |                      |       |
|-------------------------|-------|----------------------|-------|
| Antiseptic gel          | _____ | Map books            | _____ |
| Audio cassettes         | _____ | Maps                 | _____ |
| Binoculars              | _____ | Needle storage tubes | _____ |
| Bioshield decontaminant | _____ | Notebooks            | _____ |
| Code book               | _____ | Parking fees         | _____ |
| Cool seat               | _____ | Pens / pencils       | _____ |
| Daytimer / planner      | _____ | Pocket tools         | _____ |
| Film                    | _____ | Prof periodicals     | _____ |
| Film developing         | _____ | Radio                | _____ |
| First-aid kits          | _____ | Search & rescue eqmt | _____ |
| Flares                  | _____ | Stress tapes         | _____ |
| Flashlight              | _____ | Strike bags          | _____ |
| Flashlight batteries    | _____ | Suspenders           | _____ |
| Gear bags               | _____ | Whistle              | _____ |
| ID case                 | _____ | Misc: _____          | _____ |
| Key safe                | _____ | Misc: _____          | _____ |
| Knives                  | _____ | Misc: _____          | _____ |
| Latex gloves            | _____ | Misc: _____          | _____ |
| Magnifier               | _____ | 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**

=====

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 @ .58 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: 805 / 230-1313 for an appointment