

# BOTTOM LINE, INC.

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

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

Name \_\_\_\_\_ Tax Year 2020 **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,<br>back-to-school, weekend fundraisers) | _____ | miles |
| Continuing education   | _____ | miles |
| Union meetings   | _____ | miles |
| Research   | _____ | miles |
| Miscellaneous  | _____ | miles |

Jan-Dec total miles @ .575 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:             | _____         | _____  |
| <b>TOTAL</b>       |               | =====  |

Print out and call: 805 / 230-1313 for an appointment