Statement of Business Income And Expenses

Client Name: _____

Do You have GST? Yes/No GST #: _____

Do we prepare GST Report? Yes/No

Gross Income

Total Income from Business (do not include GST collected). _____

Expenses

Advertising & Promotion (include website, gifts to clients, teams sponsored) _____
Business tax, Fees, Licenses, Dues, Memberships & Subscriptions _____
Delivery, Freight, express _____
Fuel costs (other than motor vehicle) _____
Insurance _____
Interest/Bank Charges _____
Maintenance & Repairs (Equipment etc) _____
Management and administration fees. _____
Meals and Entertainment _____
Office Expenses _____
Supplies _____
Legal, Accounting & Prof. Fees _____
Wages including remittances & WCB payments _____
Travel _____
Cellular _____
Telephone & Utilities. Do not include home office expense here. See page 2. _____
Training Courses _____
Other Expenses List on Reverse Side _____
Total General Expenses: _____

Motor Vehicle Expenses: Report annual total. We will pro-rate according to mileage.

Mileage Start of Year_____ Mileage at year end_____
Total Kms: _____ Business use kms: _____
Lease start date: _____Lease end date:_____

Fuel (Gas, Propane, Oil) _____
Maintenance & Repairs _____
Insurance _____
License & Registration _____
Interest _____
Leasing _____

Total Motor Vehicle Expenses: (to be pro-rated) _____

Home Office Expense: Report Annual Totals. We will pro-rate according to square footage.

Square footage used by Business_____
Total Square Footage of Home _____

Heat _____
Electricity _____
Insurance _____
Maintenance & Repairs _____
Mortgage Interest _____
Property Taxes _____
Telephone Extras Only (ie: Call Waiting, Call Display etc.) _____
Rent _____
Strata fees _____

Total Home Office Expenses (to be pro-rated): _____

Do not prorate home office or motor vehicle expenses: report total amount spent in the year.
If you are registered for GST, **do not** include the GST paid on your expenses.