

Construction Business (Proprietorship)

Income and Expense for the year

Client Name _____

Do You have GST? Yes/No GST No. _____

Do we prepare GST Report? Yes/No _____

Gross Income

Total Income from **Construction** _____

Expenses

Subcontractors (not including GST paid) _____

Advertising and Promotion _____

Bank Charges _____

Business tax, fees, licences, dues _____

Cell Phone _____

Dumping fees _____

Fuel (for machinery, not motor vehicle). _____

Legal and Accounting _____

Licence _____

Maintenance & Repairs _____

Meals and Entertainment _____

Office Expense _____

Rent (buildings & equipment) _____

Small Tools _____

Supplies _____

Travel _____

Wages including remittances and WCB _____

Total Expenses: _____

Auto Expenses: Report annual total. We will prorate based on mileage.

Mileage start of year: _____ Mileage end of year _____

Business Use Kms: _____ Total Kms: _____

Lease start date: _____ Lease end date: _____

Fuel _____

Maintenance & Repairs _____

Insurance _____

License & Registration _____

Interest _____

Leasing _____

Parking _____

Total Auto Expense:

Construction Business Income and Expense (Proprietorship)

Home Office Expense: Report Annual Total. We will pro-rate based on 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.) _____

Strata fees _____

Utilities (cable, water, garbage,) _____

Total Home Office Expense: _____

Equipment purchases: _____

If you are registered for GST, **do not** include the GST paid on your expenses.

Do not prorate home office or motor vehicle expenses: report total amount spent in the year.