



2120 North Park Drive, Suite 9
 Brampton ON, L6S 0C9
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Business Name:	Email: hashim@bgaccountinggroup.com
Business Number:	
Reporting Period:	
Businesses registered for and HST account, please fill out "HST Amount" and "Expense" columns only. Businesses NOT registered for and HST account, please fill out "Total" column only	

	Total	HST Amount	Expense (Total - HST)
INCOME:			
Business Income			
COST OF GOODS SOLD:			
Purchases			
Subcontractors			
DIRECT BUSINESS EXPENSES:			
Advertising			
Meals and Entertainment (claimed at 50%)			
Bad Debt			
Insurance			
Interest and Bank Fees			
Licenses, Dues & Subscriptions			
Office Expenses			
Supplies and Small tools			
Legal, Accounting, Professional Fees			
Management and Administrative Fees			
Rent Expense			
Maintenance and Repairs			
Salaries, Wages, Benefits			
Property Taxes			
Travel			
Telephone and Internet (claimed at 50%)			
Utilities			
Freight and Delivery			
HOME OFFICE EXPENSES:			
Total Sq Ft Of Home			
Total Sq Ft of Office Space			
Heat			
Electricity			
Insurance			
Maintenance and Repair			
Mortgage <u>Interest</u>			
Property Taxes			
Water			
Rent			

VEHICLE EXPENSES:

Total Kms Driven for the Year

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Total Kms Driven for Business

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Was this vehicle purchased the last fiscal year?

NO

YES (please bring in purchase documents)

Fuel

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Interest (if vehicle financed)

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Insurance

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Leasing (if vehicle leased)

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License and Registration

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Maintenance and Repairs

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Tolls

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Parking

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