

Business Name:	
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			
Total Kms Driven for Business			
Was this vehicle purchased the last fiscal year? NO			
YES (please bring in purchase documents)			
Fuel			
Interest (if vehicle financed)			
Insurance			
Leasing (if vehicle leased)			
License and Registration			
Maintenance and Repairs			
Tolls			
Parking			