

Statement of Business Income & Expenses

Client Name: \_\_\_\_\_

Type of Business:            Proprietorship                        Partnership           

HST/GST Registered?            Yes/No            HST/GST #: \_\_\_\_\_  
 Do we prepare HST/GST Report?    Yes/No  
 HST/GST filing deadline: \_\_\_\_\_

**Gross Income**  
 Total Income from Business (**do not include** HST/GST charged)              
 Total HST/GST charged           

**Expenses**  
**HST/GST Included in totals            Yes/No**  
**Please provide receipts for purchases over \$ 500.00**  
 Purchases during the year ( Materials )            \_\_\_\_\_  
 Subcontractors            \_\_\_\_\_  
 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            \_\_\_\_\_  
 Business Telephone/Cellular & Utilities            \_\_\_\_\_  
 Training Courses            \_\_\_\_\_  
 Other Expenses            \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**Total General Expenses:** \_\_\_\_\_

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

**Year and make of Vehicle:** \_\_\_\_\_

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 \_\_\_\_\_  
Parking/tolls \_\_\_\_\_  
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.