



Business Expense Summary For: _____

For the period from _____ **To** _____

| | | |
|-----------------------|----|--|
| Revenue/Income | \$ | |
|-----------------------|----|--|

| EXPENSE | | | \$\$\$\$\$ |
|----------|--|--|------------|
| 1) 8521 | Advertising(not incl.meals/entertainment item 10 below | | |
| 2) 8590 | Bad debts (Must be in Revenue originally) | | |
| 3) 8760 | Business tax, fees, licences, dues | | |
| 4) 9275 | Delivery, express, freight | | |
| 5) 9224 | Fuel costs (except motor vehicles) | | |
| 6) 8690 | Insurance | | |
| 7) 8710 | Interest and bank charges | | |
| 8) 8960 | Maintenance and repairs | | |
| 9) 8871 | Administrative fees and Management | | |
| 10) 8523 | Meals and Entertainment | | |
| 11) 9281 | Motor Vehicle expenses | | |
| 12) 8810 | Office supplies, postage, telephone | | |
| 13) 8860 | Legal, accounting, collection, consulting | | |
| 14) 9180 | Property taxes | | |
| 15) 8910 | Rent on business property | | |
| 16) 9060 | Salaries (Including CPP, UIC, WCB) | | |
| 17) 9200 | Travelling expenses (except automobile) | | |
| 18) 9220 | Telephone, utilities | | |
| 19 | Other | | |
| 20 | Other | | |
| 21 | Other | | |

| | | | |
|----------|--|--|--|
| 22) 8300 | Opening inventory | | |
| 23) 8320 | Purchases during the year (net of returns,allowance,disc | | |
| 24) 8360 | Sub-contracts | | |
| 25) 8340 | Direct wages | | |
| 26) 8450 | Other | | |
| 27) 8500 | Closing Inventory | | |



Office In The Home Expense Summary for: _____

Address: _____

For the period from _____ To _____

Please attach schedules or listings to support the figures below

Please use a separate form for each house or apartment

| | |
|--|--|
| (1) Work space is main place of business Or (2) You use the work space only to earn business income AND on a regular and ongoing basis for meeting your clients, customers or patients) | |
| Total liveable area in home | |
| Total area used solely for business or employment | |

| | |
|---|------------------|
| EXPENSE (please do not pro-rate, enter totals) | \$\$\$\$\$\$\$\$ |
| Heat | |
| Electricity | |
| Water and sewer | |
| Insurance | |
| Maintenance | |
| Mortgage interest paid during the period (attach amortization schedule or bank letter) (only deductible by self-employed individuals) | |
| Property taxes (self -employed and comission sales people only) | |
| Rent for period | |
| Cleaning supplies | |
| Other | |
| Other | |

| | |
|-------|--|
| Notes | |
|-------|--|



AUTO EXPENSE SUMMARY FOR: _____

For the period from: _____

To _____

**Please attach schedules or listings to support the figures below
(Use a separate schedule for each vehicle)**

| | |
|---|--|
| Vehicle make | |
| Vehicle model | |
| Purchase price if purchased during period | |
| Selling price if sold during period | |
| Total km driven in period | |
| Kilometres driven for business or employment in period (not including to and from work if you are an employee) | |

| | |
|---|-------------------------|
| EXPENSE (please do not pro-rate, enter totals | \$\$\$\$\$\$\$\$ |
| Fuel (gas, propane, oil, etc. | |
| Maintenance & repairs | |
| Insurance | |
| Licensing and registration | |
| Interest and finance charges (attach loan agreement or current amortization schedule) | |
| Lease payments (attach copy of lease) | |
| Washes | |
| Auto Club (AMA, CAA, etc.) | |
| Parking | |
| Other | |
| Other | |

| | |
|--------------|--|
| Notes | |
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FIXED ASSET PURCHASES & SALES SUMMARY FOR _____

For the period from _____

To _____

Record purchases of items that cost \$350 or more. Record the sale of any item that has been capitalized in past years. Or you are registered for G.S.T., do not include G.S.T. For example, if you paid \$428. For an asset, Record \$400 here. If you are not registered for G.S.T., write down the full \$428. Attach a copy of your purchase or sale document and loan or finance documents for each item that cost \$1000 or more

| P U R C H A S E S | ITEM | % BUSINESS | \$\$\$\$ |
|---|------|---------------|----------|
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| S A L E S | | | |
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| NOTES | | | |
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