

For Business Sake Reference Sheet

Business Income and Expense

Business Name

Address (if different than tax return)

Fiscal Year if not Dec 31st From/To

Description	Amount	HST	Total
Business/Commission Income			
Opening Inventory (if required)			
Purchases			
Direct Wages			
Subcontracts			
Other			
Closing Inventory (if required)			
Expenses			
Advertising			
Meals and entertainment			
Bad Debt			
Insurance			
Interest, bank charges, bank fees,			
Business tax, fees, licenses, dues, memberships, and subscriptions			
Office expenses			
Supplies			
Legal, accounting, and other professional fees			
Management and administration fees			
Rent			
Maintenance and repairs			
Salaries, wages, and benefits (including employer's contributions)			
Commissions paid, allowances, bonuses, etc...			
Property taxes			
Travelling expense - Move			
Travelling expense - Convention			
Telephone			
Utilities - Electricity, Heat, Water			
Fuel Costs (except for motor vehicles)			
Delivery, freight, and express			
Private health services plan premiums			
Other expenses			

For Business Sake Reference Sheet

Business Income and Expense

Description	Amount	HST	Total
Motor vehicle expenses (not including capital cost allowance)			
Kilometres driven to earn income			
Kilometres driven total for the year			
Fuel			
Repairs and maintenance			
Licence and registration			
Car washes			
Insurance			
Interest expense on money borrowed to purchase car			
Lease Payments			
Parking Costs			
Other			
Work-Space-in-the-home expenses			
Total area of home			
Area of home used for business purposes			
Heat			
Electricity			
Water			
Insurance			
Maintenance			
Mortgage Interest			
Property Taxes			
Rent			
Other			
Large item purchases			
Appliances			
Automobile			