



Business Expense Summary For: \_\_\_\_\_

For the period from \_\_\_\_\_ To \_\_\_\_\_

Revenue/Income	\$	
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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	

<b>Notes</b>	
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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	



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	\$\$\$\$	
S A L E S				
NOTES				