



<b>Address of the property</b>	
Address	Prov
City, town	Postal code
<b>Income</b>	<b>Amount</b>
Sales and commissions	
GST	
<b>Total Income</b>	<b>\$</b>
<b>Expenses</b>	<b>Amount</b>
Purchases	
Subcontracts	
Direct wage costs	
Other costs	
Closing Inventory	
Meals and entertainment	
Advertising	
Bad debts	
Business taxes, licences and memberships	
Delivery, freight and express	
Fuel costs (except for motor vehicles)	
Insurance	
Interest and bank charges	
Repairs and maintenance	
Office expenses	
Professional fees (includes legal and accounting fees)	
Property taxes	
Rent	
Salaries (including employer's contributions)	
Commissions paid	
Utilities -Light, heat, water	
Telephone	
Other (add description):	
<b>Total Expenses</b>	<b>\$</b>
<b>Net Income</b>	<b>\$</b>



Home office Expenses	Amount	
Square foot of house/Square foot of Office space	/	
Heat		
Electricity		
Insurance		
Repairs		
Mortgage Interest		
Property tax		
Other (add description):		
<b>Total Home</b>	<b>\$</b>	
Motor Vehicle Section	Amount	
Total Kms driven for year / Kms driven for business	/	
Fuel		
Interest on a motor vehicle		
Insurance		
Licence and registration fees		
Maintenance and repairs		
Other vehicle expense:		
Parking fees		
<b>Total Vehicle</b>	<b>\$</b>	
Assets		
Land additions	YES	NO
Land dispositions	YES	NO
Equipment/Vehicles/Buildings additions	YES	NO
Equipment/Vehicles/Buildings dispositions	YES	NO

*Please include receipts for assets over \$500 not included in expenses above*

Inventory	Amount	
Opening		
Closing		