

BUSINESS INCOME INFORMATION Year _____

NAME _____

TEL. # (HOME) _____

FISCAL YEAR END _____

TEL. # (WORK) _____

CELL _____

EMAIL _____

REVENUES

TYPE OF INCOME _____

INVOICED AMOUNT
WITHOUT HST \$ _____

HST COLLECTED \$ _____

EXPENSES

MATERIALS AND SERVICES

8320 _____ PURCHASES FOR RESALE
8320 _____ PACKAGING MATERIALS
8300 _____ OPENING INVENTORY
8500 _____ CLOSING INVENTORY

8860 _____ PROFESSIONAL SERVICES
8360 _____ SECRETARIAL SERVICES
8360 _____ COMMISSIONS
8360 _____ SUB-CONTRACTED SERVICES

BUILDING EXPENSES

8910 _____ RENT
8710 _____ MORTGAGE INTEREST
8960 _____ CONDOMINIUM FEES
9180 _____ PROPERTY TAXES
8690 _____ INSURANCE
9220 _____ WATER & SEWER TAXES

9220 _____ HYDRO
9220 _____ HEATING
8960 _____ REPAIRS & MAINTENANCE
8960 _____ OTHER BUILDING EXPENSES

_____ PERSONAL USE (SQ FOOTAGE)

OFFICE EXPENSES

8760 _____ BUSINESS TAXES & PERMITS
9220 _____ TELECOMMUNICATIONS
9270 _____ INTERNET/WEB DOMAIN
9275 _____ POSTAGE, COURIER & FREIGHT
8811 _____ MATERIALS & SUPPLIES
8810 _____ EQUIPMENT RENT & REPAIR

8690 _____ LIABILITY OR BUSINESS INSURANC
8810 _____ PRINTING AND COPYING
8811 _____ REFERENCE BOOKS & MAGAZINES
8810 _____ STATIONERY & CARDS
8810 _____ OTHER OFFICE EXPENSES

_____ HEALTH SVCS PLAN PREMIUMS

GENERAL OVERHEAD

8710 _____ LOAN INTEREST
9270 _____ BANK CHARGES
8860 _____ ACCOUNTING FEES
8760 _____ ASSOCIATION DUES
8523 _____ BUSINESS PROMOTION
9200 _____ TRAVEL

9270 _____ CONFERENCES & SEMINARS
8521 _____ ADVERTISING
9936 _____ SMALL TOOLS
9270 _____ BAD DEBTS
8860 _____ LEGAL FEES

VEHICLE EXPENSES

9281 _____ GARAGING & PARKING
9281 _____ LEASING
9281 _____ GASOLINE
9281 _____ INSURANCE
9281 _____ PLATES & PERMITS

9281 _____ REPAIRS & MAINTENANCE
9281 _____ FINANCING CHARGES
9281 _____ WASHING & WAXING
9281 _____ OTHER VEHICLE EXPENSES
9281 _____ PERSONAL KM'S VS BUSINESS KM'S

NEW ASSETS

9936 _____ FURNITURE & FIXTURES (C-8)
9936 _____ EQUIPMENT (C-8)
9936 _____ REFERENCE LIBRARY (C-8)
9936 _____ VEHICLE(S) (C-10.1)

9936 _____ COMPUTER HARDWARE (C-45)
9936 _____ COMPUTER SOFTWARE (C-12)
9936 _____ CHATTELS (C-12)
9936 _____