

**CLIENT NAME:** \_\_\_\_\_

**SUMMARY OF BUSINESS INCOME AND EXPENSES**

**BUSINESS NAME:** \_\_\_\_\_

**YEAR ENDED DECEMBER 31, \_\_\_\_\_**

**HST REPORTING STATUS**

- I am registered for HST (if yes, please enclose a copy of all HST returns for the year)
- I use the quick method for remitting HST (if yes, please *INCLUDE HST* in amounts below)
- I use actual amounts on invoices and expenses in remitting HST (if yes, please *DO NOT INCLUDE HST* in amounts below)

	<b>Subtotals</b>	<b>Totals</b>
<b>REVENUE</b>		
<b>BUSINESS EXPENSES</b>		
Direct (non-service businesses only)		
Purchases of materials or product		
Subcontract		
Commissions		
Other: _____		
Administrative		
Accounting and legal		
Advertising and promotion		
Bad debts		
Bank charges and interest		
Business taxes, dues and fees, memberships etc.		
Conventions, courses, professional development		
Equipment rental		
Freight and delivery		
Insurance		
Interest		
Management and administration		
Meals and entertainment		
Office		
Property taxes		
Rent		
Repairs and maintenance		
Supplies		
Telephone		
Travel		
Utilities		
Wages, salaries and benefits		
Other: _____		

**Subtotals**

**Totals**

**VEHICLE EXPENSES**

Total km driven in year \_\_\_\_\_

Business km driven in year \_\_\_\_\_

Value of Vehicle \_\_\_\_\_

Year \_\_\_\_\_ Make \_\_\_\_\_ Model \_\_\_\_\_

Fuel

Repairs and maintenance

Insurance

Licence

*Interest* expense

Lease payments (include details of downpayment)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

*Please attach information re: purchase/sale of vehicles during year*

\_\_\_\_\_

**HOME OFFICE EXPENSES**

Business use of home: \_\_\_\_\_%

Heat

Hydro

Insurance

Repairs and maintenance

Mortgage *interest*

Property taxes

Rent

Telephone

Other: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_

**ASSET PURCHASES**

Please provide a list of the cost of assets purchased (>\$500) during the year (computer, shop equipment etc.)

Date purchased or sold

Description

Cost/Sale  
Price

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**INVENTORY**

On hand at year end (at cost): \_\_\_\_\_

\_\_\_\_\_