

BUSINESS INCOME & EXPENSES

(To be used for your unincorporated business)

YEAR 2011

	January to December 2011		
	Total	HST	Net Amount
Name:			
Gross Income/billings			
Purchases (Cost of Sales)			
Bad Debts (if sale was recorded in gross income)			
Advertising			
Membership dues, membership & business related subscriptions			
Courier and Postage			
Computer, fax, printers, telephones & electronic equipment purchased (any single item over \$250, provide itemized list & cost)			
Furniture and equipment purchased (any single item over \$250, provide itemized list & cost)			
Home Office (refer to Office in Home Expenses spreadsheet)			
Business Insurance (liability or asset coverage)			
Interest and bank service charges			
Maintenance of office /equipment repairs			
Subcontracted Services			
Meals and Entertainment			
Motor Vehicle (refer to Motor Vehicle Expenses spreadsheet)			
Rent of business property (aside from home office)			
Office Supplies			
Other Supplies			
Accounting and Legal Fees			
Salaries and employee benefits			
Travel (include conferences)			
Telephone (include internet, pager, cell phone and fax)			
Parking, Travel, Tolls			
Equipment Rental			
Other - anything that does not fit into above categories, attach a list with descriptions			