



# CONCISE Tax Service

**Name:**

## Spreadsheet for Business Income and Expenses

**Tax Year:**

### Income

Sales, Commissions, or Fees

*Deduct / Add:*

GST or PST if included in Sales figure above

### Gross Income

### Cost of Goods Sold

Opening Inventory

Purchases during the year

Subcontracts

Direct Wage Costs

Other Costs

*Minus:*

Purchase Returns

### Total Cost of Goods Sold

### Expenses

Advertising

Meals & Entertainment (*at 50%*)

Bad Debts

Insurance

Interest

Fees, licences, dues

Office expenses

Supplies

Legal, accounting, other professional

Management & administration

Rent

Maintenance & repairs

