

# Name:

**Spreadsheet for Business Income and Expenses Tax Year:**

## Income

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Sales, Commissions, or Fees

*Deduct / Add:*

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GST or PST if included in Sales figure above

## Gross Income

**Cost of Goods Sold** Opening Inventory Purchases during the year Subcontracts

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Direct Wage Costs Other Costs *Minus:*

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Purchase Returns

## Total Cost of Goods Sold

**Expenses**

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Advertising

Meals & Entertainment *(at 50%)*

Bad Debts Insurance Interest

Fees, licences, dues Office expenses Supplies

Legal, accounting, other professional Management & administration

Rent

Maintenance & repairs

Salaries, wages, benefits Property taxes

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Travel

Telephone & Utilities

Fuel costs (not motor vehicle) Delivery, freight, express OTHER 1 (specify)

OTHER 2 (specify)

OTHER 3 (specify)

## Total Expenses

**Office-In-Home Expenses** Area of home used for business Total area of home

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Heat Electricity Insurance Maintenance

Mortgage Interest Property Taxes Total office-in-home

## Motor Vehicle Expenses

Kilometers driven to earn business income Kilometers driven in the tax year

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Fuel and oil Interest Insurance

License & Registration Maintenance & Repairs Leasing

Business Parking Total motor vehicle