# ConciseTax service 

Name:
Spreadsheet for Business Income and Expenses

## Tax Year:

## Income

Sales, Commissions, or Fees $\square$
Deduct / Add:
GST or PST if included in Sales figure above
Gross Income $\square$

## 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


Salaries, wages, benefits
Property taxes
Travel
Telephone \& Utilities
Fuel costs (not motor vehicle)
Delivery, freight, express
OTHER 1 (specify) $\qquad$
OTHER 2 (specify) $\qquad$
OTHER 3 (specify) $\qquad$

## Total Expenses



## Office-In-Home Expenses

Area of home used for business
Total area of home


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


Fuel and oil
Interest
Insurance
License \& Registration
Maintenance \& Repairs
Leasing
Business Parking
Total motor vehicle


