

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

Salaries, wages, benefits	
Property taxes	
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	
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	