

ConciseTax 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

