

Statement of Business Income and Expenses - 2020

Name: _____ SIN: _____

GST # (if applicable): _____

INCOME: (Do not include GST in numbers below)

Sales, commissions or fees: _____

Other income: _____

Total Income: _____

EXPENSES: (Do not include GST in numbers below)

Advertising _____

Meals & entertainment _____

Bad debts _____

Insurance _____

Interest and bank service charges _____

Business tax, fees, licenses, dues _____

Office expenses _____

Supplies _____

Legal & accounting fees _____

Management & administration fees _____

Rent _____

Maintenance & repairs _____

Salaries (and payroll deductions) _____

Property taxes (only business portion) _____

Travel _____

Fuel costs (except motor vehicles) _____

Delivery, freight, and express _____

Motor vehicle expenses:

Business %

Fuel & oil \$ _____ x _____ %

Loan interest \$ _____ x _____ %

Insurance \$ _____ x _____ %

Repairs \$ _____ x _____ %

Cell phone _____

Purchase of goods / inventory for resale _____

Other expenses (list): _____

Business use of home:

Business %

Home utilities \$ _____ x _____ %

Home insurance \$ _____ x _____ %

Home maintenance \$ _____ x _____ %

Home mortgage interest \$ _____ x _____ %

Home property taxes \$ _____ x _____ %

Home phone \$ _____ x _____ %

Total Expenses: _____

Net Income (Loss) before Accountant's Adjustments _____

Inventory On-Hand at Year-End: _____

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Name: _____ SIN: _____

Capital Purchases/Sales for 2020

Purchases:						
New/Used:	Date of Purchase	Description:	Serial #:	Total Cost:	Trade-In:	Net Cost:

Sales:						
Date Sold:	Date of Purchase	Description:	Serial #:	Sale Price:	Cost Price:	Traded: Yes/No

PLEASE PROVIDE A PHOTOCOPY OF MAJOR PURCHASES AND SALES INVOICES FOR OUR RECORDS.