

Statement of Business Income and Expenses - 2019

Name: _____ SIN: _____

GST # (if applicable): _____

INCOME:

Sales, commissions or fees: _____

Other income: _____

Total Income _____

Less: Cost of Sales _____

Gross Income: _____

EXPENSES:

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 _____

Cell phone _____

Other expenses (list): _____

Business use of home:

Home phone _____

Home utilities _____

Home insurance _____

Home maintenance _____

Home mortgage interest _____

Home property taxes _____

Total Expenses: _____

Net Income (Loss) before Accountant's Adjustments _____

Inventory On-Hand at Year-End: _____

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Capital Purchases/Sales for 2019

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.