



**BUSINESS INCOME & EXPENSES**

To be used for your unincorporated business.

<b>Gross Income</b>	
<b>Expenses</b>	
Purchases (Cost of sales)	
Bad Debts (if sale was recorded in gross income)	
Advertising	
Membership dues, membership & business related subscriptions	
Courier & postage	
Computer, fax, printers, telephones & electronic equipment purchased (any single item over \$250, provide itemized list and cost)	
Furniture & equipment purchased (any single item over \$250, provide itemized list and cost)	
Home office (refer to Office in Home Expenses Form 1B)	
Business assets & liability insurance	
Interest & bank service charges	
Maintenance of equipment or repair	
Subcontracted or freelance services	
Meals and Entertainment	
Motor Vehicle (refer to Motor Vehicle Expenses Form 1A)	
Rent on business property (aside from home office)	
Office & misc. supplies relating to business	
Other supplies	
Accounting / legal fee	
Salaries & employee benefits	
Travel (include conferences)	
Telephone (include internet, pager, cell phone & fax)	
Other (anything not in the above categories, please attach a list with descriptions)	
Professional development	

Are you registered for GST?  Yes  No Do above figures include GST?  Yes  No