

## Income and Expense Statement.

Taxation Year:

Name:

If you are registered for GST, do not include the GST in these amounts.  
If you are charging PST / RST, do not include the PST / RST in the sales amounts.

### INCOME

Total Sales/Commissions  
Other revenue  
Other revenue

### Direct Costs and Purchases

Purchases for resale  
Subcontractors  
Wages and salaries  
Other  
Other  
Other  
  
Closing Inventory

### EXPENSES 100% BUSINESS USE

Advertising  
Meals (total)  
Bad Debts  
Insurance  
Interest  
Business tax, fees, license  
Office expense / supplies  
Supplies  
Legal / Tax prep fees  
Admin fees / Bank charges  
Rent  
Maintenance and repairs  
Salary, wages, benefits  
Property taxes  
Travel  
Business phone  
Business internet  
Delivery / Freight  
Small equipment under \$500  
Misc or other  
  
Equipment over \$500

Are you registered for GST?    Yes    No  
Are your GST returns filed?    Yes    No  
GST number