

BUSINESS-RELATED INCOME AND EXPENSE STATEMENT

Amounts needed for a small business

INCOMES	Yearly Total
Gross Sales, Commissions or Fees	
Other Income	
Total income:	
EXPENSES	Yearly Total
Advertising	
Bad Debt Expense	
Profession Dues, Memberships, Licences	
Commission Paid	
Delivery, Freight Expenses	
Insurance Premiums	
Interest Short Term, Bank Charges	
Interest Long Term	
Management and administration fees	
Repairs & maintenance	
Entertainment & Meals	
Supplies	
Office Expenses (ie: postage, photocopies)	
Accounting and Professional Fees	
Legal & Related Expenses	
Property Taxes	
Rental Fees	
Salaries, Wages, Benefits	
Travel Expenses	
Telephone, Cellular	
Utilities	
Other Expenses: Computer Lease	
Total expenses:	

CAR	Yearly Total
Purchase Date (yyyy-mm-dd)	
Kilometers traveled for work (km)	
Total Kilometers (km)	
Fuel Costs	
Total Insurance Premium	
Licence and Registration	
Total Interest Car	
Maintenance & Repairs	
Total Leasing Costs	
Rental Fees	
Date of lease (yyyy-mm-dd)	
End Date of lease (yyyy-mm-dd)	
Cost of Car	
UCC Open (Undepreciated capital cost)	
Monthly Leasing Costs	
Proceeds (amount received for your property)	
ACB Sale (Adjusted cost base)	
Expense Sale	
HOME OFFICE EXPENSES	Yearly Total
Electricity	
Heating	
Insurance Premium	
Maintenance & Repairs	
Mortgage Interest	
Property Taxes	
Other Expenses	
Total home office expenses:	
% Personal Use	

(MSA-Expenses-SmallBusiness V. 2018-08)