

**BUSINESS REVENUE & EXPENSES**

**NOTE:** For home office and vehicle expenses, please complete separate sheets.

**Business Name:**

**Type of Business:** (main product or service)

I am registered for HST  Yes  No

**Internet Business Activities**

Number of websites earning income:

Website names:

Percentage of your gross income generated from website:

	Including HST	HST	Excluding HST
<b>Revenue:</b>	\$ _____	- <small>Total HST Collected</small>	-

	Including HST	HST	Excluding HST
<b>Cost of Goods Sold</b>			
Opening Inventory (at cost)	\$ _____		-
Purchases	_____	-	-
Direct wage costs	_____		-
Subcontracts	_____	-	-
Other Costs	_____	-	-
Ending Inventory	_____		-
<b>Total Cost of Goods Sold:</b>	_____ -	\$ -	_____ -

	Including HST	HST	Excluding HST
<b>Expenses</b>			
Advertising	\$ _____	-	-
Meals and entertainment <input type="text"/> x 50% =	-	-	-
Bad Debts	_____		-
Insurance (business)	_____		-
Interest and bank charges (on business accounts)	_____		-
Business tax, fees, licences, dues, memberships, and subscriptions	_____	-	-
Office Expenses	_____	-	-
Supplies	_____	-	-
Professional fees (legal, accounting, etc.)	_____	-	-
Management and administration fees	_____	-	-
Rent (other than home office)	_____	-	-
Repairs & Maintenance (other than home office, eg. equipment repairs)	_____	-	-
Salaries, wages, and benefits (including employer's contribution)	_____		-
Property taxes (other than home office)	_____		-
Travel costs relating to business (accommodations, etc.)	_____	-	-
Utilities (light, heat, water) (other than home office)	_____	-	-
Telephone and other utilities (other than home office)	_____	-	-
Delivery, freight and express	_____	-	-
Motor Vehicle expenses (complete Vehicle Expenses tab)	-		-
Other expenses (specify)	_____	-	-
	_____		-
<b>Total:</b>	\$ _____ -	\$ - <small>Total HST Paid</small>	_____ -

<b>Capital Additions</b> (eg. Equipment, Furniture)			
<input type="text"/>		-	-
<input type="text"/>		-	-
<b>Total capital additions:</b>	\$ _____ -	\$ - <small>Total HST Paid</small>	_____ -