

INCOME	TOTAL INCOME	
	HST INCLUDED	
COST OF GOODS SOLD	OPENING INVENTORY	
	MATERIAL PURCHASES	
	LABOUR / SUBCONTRACTS	
	CLOSING INVENTORY	
OPERATING COSTS	ADVERTISING (& GIFTS)	
	STAFF MEETINGS (MEALS)	
	MEALS & ENTERTAINMENT (Record names on back of receipt)	
	BAD DEBTS	
	INSURANCE	
	LOAN INTEREST	
	REGISTRATION / LICENSES / FEES / DUES	
	OFFICE EXPENSES	
	SUPPLIES	
	LEGAL & ACCOUNTING FEES	
	MGMT AND ADMIN FEES (BANK)	
	RENT (OFFICE/WAREHOUSE)	
	REPAIRS / MAINTENANCE	
	SALARIES / WAGES	
	PROPERTY TAXES (OFFICE/WAREHOUSE)	
	BUSINESS TRAVEL - MEALS & ACCOMMODATIONS	
	TELEPHONE / UTILITIES	
	DELIVERY, FREIGHT, POSTAGE	
	CAPTIAL EXPENSES - COMPUTERS	
	- FURNITURE	
	- OTHER	
	HEALTH PLAN PREMIUMS	
	OTHER	

1. Retain all receipts for 6 years
2. Information may be subject to Audit by CRA
3. Tax return prepared based on information provided.

VEHICLE EXPENSES	YEAR / MAKE / MODEL	
	DATE PURCHASED	
	TOTAL PURCHASE PRICE (INCULDING HST)	
	BUSINESS KILOMETRES IN THE YEAR	
	TOTAL KILOMETRES IN THE YEAR	
	GAS / FUEL COSTS	
	REPAIRS & MAINTENANCE	
	MONTHLY LEASE PAYMENTS	
	WASHES	
	INSURANCE	
	LICENCE & REGISTRATION	
	AUTOMOBILE LOAN INTEREST PAYMENTS ONLY	
	CAA & RELATED	
	EXPRESS ROUTES & TOLLS	
	PARKING	
OTHER		

HOME OFFICE	AREA OF HOME USED FOR BUSINESS	
	TOTAL AREA OF HOME	
	HEAT	
	HYDRO	
	INSURANCE	
	DIRECT REPAIRS & MAINTENANCE	
	MORTGAGE INTEREST PAYMENTS ONLY	
	RENT AND/OR PROPERTY TAXES	
	RENTAL - WATER HEATER / SOFTENER	
	SUPPLIES & OTHER	

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Client Signature
