



**BUSINESS INCOME AND EXPENSES**

CLIENT NAME: \_\_\_\_\_

BUSINESS NAME & NUMBER: \_\_\_\_\_

YEAR ENDED: \_\_\_\_\_

PARTNERSHIP: Y/N

	Gross	HST <i>If registrant</i>	Net
<b>REVENUE</b> (Income)			
<b>COSTS OF GOODS/SERVICES SOLD</b>			
Purchases			
Subcontracts			
<b>Total COGS</b>			
<b>Gross Profit</b>			

**OPERATING EXPENSES**

Advertising			
Meals and Entertaining			
Insurance			
Interest			
Business tax fees, licences, dues, subscriptions			
Office Expenses			
Supplies			
Legal/accounting/prof. fees			
Management & Administration			
Rent			
Maintenance & Repairs (Tools)			
Salaries/wages/benefits (incl employer's cont.)			
Property Taxes (Non-personal)			
Travel			
Telephone and Utilities (Non-personal)			
Delivery, freight and express			
Other:			
Other:			
<b>Total Expenses</b>			
<b>Net Income</b>			