

STERLING STANFORD

CHARTERED PROFESSIONAL ACCOUNTANTS

SELF-EMPLOYED BUSINESS INCOME AND EXPENSES

Business name: _____ Website: _____
Main product or service: _____ % of business from website: _____
GST number: _____ GST quick method** (Y/N): _____

** If you have elected to use GST quick method, please include GST in the income and expense totals, otherwise the amount should be net of GST.

INCOME

\$ _____

EXPENSE

Advertising \$ _____

Meals and Entertainment \$ _____

Insurance \$ _____

Interest and bank charges \$ _____

Licenses, memberships and dues \$ _____

Office Expenses \$ _____

Supplies \$ _____

Legal fee \$ _____

Accounting fee \$ _____

Rent \$ _____

Repairs and maintenance \$ _____

Salaries, wages and benefits \$ _____

Travel expenses-hotel, air, ferry \$ _____

Telephone (business _____) \$ _____

Internet (business _____) \$ _____

Utilities \$ _____

Delivery, freight, express \$ _____

Training \$ _____

Other - _____ \$ _____

Other - _____ \$ _____

Total Expenses \$ _____

ASSETS PURCHASED

Computers \$ _____

Furniture \$ _____

Equipment \$ _____

Other - _____ \$ _____

BUSINESS USE OF HOME

Square feet for business use	
Total square feet of house	

Heat \$ _____

Electricity \$ _____

Insurance \$ _____

Repairs and maintenance \$ _____

Mortgage interest \$ _____

Property tax \$ _____

Water \$ _____

Internet \$ _____

Rent \$ _____

Strata fees \$ _____

BUSINESS USE OF VEHICLE

Kilometers driven for business purposes	
Total kilometers driven	

Cost of vehicle purchased in the year	
Make, model, year	

Gas and oil \$ _____

Interest on vehicle loan \$ _____

Insurance \$ _____

Repairs and maintenance \$ _____

Lease payments (if applicable) \$ _____

Parking \$ _____