

Business Income and Expense Statement

COMPANY/BUSINESS NAME _____ MONTH/PERIOD _____

YOUR NAME _____

INCOME

Gross sales, commissions or fees		\$ _____
Other income <i>(Describe)</i> _____		_____
Less:		
GST Remitted to CRA with return <i>(Receipt must be attached)</i>		
Returns, allowances and discounts		
Total deductions	-	→ -
Gross income		A -

COST OF GOODS SOLD *(Inventory or customer supplies purchased)*

Opening inventory		
Purchases		
Closing inventory		
Sales at cost	B -	
Subcontractors		
Direct wages of employees		
Other <i>(Describe)</i>		
Other direct costs	C \$0	
Total COGS (B + C)		D -

EXPENSES *(List Business percentage in 1st column & total expense in 2nd column)*

Advertising				
Automobile expenses	<i>Business %</i>	<i>Total expense - 100%</i>		
Gas and oil			-	
Repairs			-	
Insurance			-	
Mileage			-	
Lease/interest			-	
Home office expense				
Rent			-	
Utilities			-	
Other <i>(describe)</i>			-	
Bad debts				
Taxes, fees, licences				
Courier				
Equipment Fuel <i>(excluding automobiles)</i>				
Insurance				
Interest				
Maintenance and repairs				
Meals and entertainment	100%		-	50%
Supplies - Equipment				
Supplies - Office				
Professional fees (lawyer, accountant, etc.)				
Rent (business location)				
Salaries, wages and benefits (employee only)				
Travel				
Telephone and utilitizes				
Other <i>(describe)</i>				
Total business expenses			E -	→ -
Total expenses (D+E)				F -
Net income (loss) [A-F]				\$ -

Signature: _____

Date: _____