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|----------------|
| SMALL BUSINESS |
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**Revenue:**

Total income for the year

\_\_\_\_\_

**Expenses:**

## Advertising

## Insurance

### Administration fees

### Meals and entertainment

Automobile expenses (please refer to separate worksheet)

Office expenses

## Supplies

Legal, accounting and other professional fees

## Salaries, wages and benefits

Travel

Telephone (include any cell phone and pager expenses)

Continuing education (seminars, conferences, etc.)

Equipment purchases (list below)

Other: \_\_\_\_\_

Partner information: \_\_\_\_\_

Would you like us to complete your HST return?

[illegible]

| YES | NO |
|-----|----|
|-----|----|

| HOME OFFICE EXPENSES       |  |
|----------------------------|--|
| 1. Home office expenses    |  |
| 2. Depreciation            |  |
| 3. Repairs and maintenance |  |
| 4. Utilities               |  |
| 5. Insurance               |  |
| 6. Telephone               |  |
| 7. Postage and freight     |  |
| 8. Travel                  |  |
| 9. Entertainment           |  |
| 10. Office supplies        |  |
| 11. Other                  |  |
| 12. Total                  |  |

Area of home used for business (or number of rooms )

Total area of home (or total number of rooms )

|  |  |
|--|--|
|  |  |
|  |  |

**Expenses:**

Heat

## Electricity

Water

## Insurance

Maintenance (snow removal, maid service, etc.)

Mortgage interest / Rent

## Property taxes

Other:

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Other receipts / comments:

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