



## SMALL BUSINESS

**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?      YES      NO

## HOME OFFICE EXPENSES

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 \_\_\_\_\_

Other receipts / comments:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_