

**LIST OF ACCOUNTS for** \_\_\_\_\_

Business Number \_\_\_\_\_ For the period beginning from \_\_\_\_\_ to \_\_\_\_\_

**Total Revenues:**  
 \_\_\_\_\_  
 less GST Remitted (if any) \_\_\_\_\_  
 less Sub-Contract (non-GSTable) \_\_\_\_\_  
 less Sub-contract GSTable \_\_\_\_\_  
 less purchases of supplies used \_\_\_\_\_

**Travel expenses:**  
 Airfare: \_\_\_\_\_  
 Lodging: \_\_\_\_\_  
 Car rental: \_\_\_\_\_  
 Meals: \_\_\_\_\_

**Entertainment expenses:**  
 Meals: \_\_\_\_\_  
 Entertainment, i.e. parties, golf \_\_\_\_\_  
 Other: \_\_\_\_\_

**Other operating expenses:**  
 Accounting, legal: \_\_\_\_\_  
 Liability insurance: \_\_\_\_\_ \*  
 Conventions: \_\_\_\_\_  
 Bank charges, Interest \* : \_\_\_\_\_ \*  
 Delivery, courier, etc: \_\_\_\_\_  
 Business tax, fees, licences, dues: \_\_\_\_\_ \*  
 Equipment rental \_\_\_\_\_  
 Rent, if premises are away from home: \_\_\_\_\_  
 Advertising/Promotion: \_\_\_\_\_  
 Repair & maintenance: i.e. computer and general business rep \_\_\_\_\_  
 Computer Software \_\_\_\_\_  
 Health Care premiums: \_\_\_\_\_  
 Other operating expenses: \_\_\_\_\_

**Office expenses:**  
 Communications: personal phone, internet, telephon \_\_\_\_\_  
 Office supplies,stationary, etc: \_\_\_\_\_  
 Postage: \_\_\_\_\_

**Automobile expenses:**  
 Number of Kilometers driven for busines \_\_\_\_\_  
 Number of Kilometers driven totally: \_\_\_\_\_  
 Gas and oil: \_\_\_\_\_  
 Repairs & maintenance: \_\_\_\_\_  
 Insurance: \_\_\_\_\_ \*  
 Licence: \_\_\_\_\_  
 Parking: \_\_\_\_\_  
 Car washes: \_\_\_\_\_  
 Interest payments: \_\_\_\_\_ \*  
 Lease payment, including taxes: \_\_\_\_\_  
 If NEW Purchase:  
 Purchase price of car, include taxes, etc \_\_\_\_\_  
 Sub Total: #VALUE!

**New Capital Purchases:**

Description of purchase	Purchase Price
_____:	_____
_____:	_____
_____:	_____
_____:	_____
_____:	_____

**Office in home expenses:**  
 Total usable square footage of home: \_\_\_\_\_  
 Business portion square footage: \_\_\_\_\_  
 Property taxes: \_\_\_\_\_ \*  
 Heat \_\_\_\_\_  
 Hydro \_\_\_\_\_  
 Water \_\_\_\_\_  
 Minor repairs & maintenance: \_\_\_\_\_  
 Interest on mortgage: \_\_\_\_\_ \*  
 Insurance: \_\_\_\_\_ \*  
 Other: \_\_\_\_\_

**NOTE: Totals are for GST calculation only. Add in \* amounts to each category for Income statement**