Business Expenses - Receipt Summary \$ Registered Name: Gross sales, commissions, or fees \$ Travel NAICS: Discounts / Promotions / Returns \$ Transportation fees (including rental) Accounts Payable \$ Accrual \$ \$ Accommodations Accounts Receivable Cash \$ \$ Prepaid Expenses Meals Equipment – items of lasting value (CCA) Inventory Opening value Item Avg FIFO \$ Description Cost **Proceeds** Purchases during the year \$ DD / MM / YY \$ \$ DD/MM/YY \$ \$ \$ Direct wage costs \$ DD / MM / YY \$ \$ Closing Value Cost \$ DD/MM/YY \$ \$ DD / MM / YY **Expenses** \$ \$ DD / MM / YY Advertising \$ \$ \$ \$ \$ \$ Food and Beverages DD / MM / YY DD/MM/YY Entertainment \$ \$ \$ \$ Business use of home % Other Space Bad debts Personal at \$ Heat \$ \$ Insurance \$ Bank Charges \$ Electricity \$ \$ **Business Internet** \$ \$ Interest Business tax, fees, licenses, dues \$ Insurance \$ \$ \$ \$ \$ Memberships, and subscriptions Maintenance \$ \$ Mortgage Interest \$ Office expenses \$ \$ Supplies **Property Taxes** \$ \$ \$ \$ Legal fees, and other professional fees Rent \$ \$ Condo fees \$ Accounting \$ \$ Bookkeeping \$ Other Space Management and administration fees **Business Space** \$ Heat \$ **Equipment Rentals** \$ \$ Electricity \$ \$ Maintenance and repairs _____RP000_ \$ \$ Salary, Wage **Business Internet** \$ \$ CPP, EI, other benefits \$ Insurance \$ \$ Workers Compansation Board \$ Maintenance \$ \$ \$ Telephone and Utilities (Internet) Mortgage Interest \$ \$ \$ **Property Taxes** Fuel costs (except for motor vehicles) \$ Rent \$ \$ Delivery, freight, and express \$ Condo fees \$ \$ \$ \$ \$ Motor vehicle (Seats #) (Class Motor vehicle (Seats # ___) (Class _ Make: Model: Model: Total kilometres in the year Total kilometres in the year Business kilometres in the year Business kilometres in the year DD / MM / YY Purchase: \$ DD / MM / YY Purchase: \$ DD / MM / YY Sale: \$ DD / MM / YY Sale: \$ Fuel and oil Fuel and oil \$ \$ \$ \$ Interest Interest \$ Insurance Insurance Licence and registration \$ Licence and registration \$ \$ Maintenance and repairs Maintenance and repairs \$ Leasing Leasing Car washes \$ Car washes \$ **Business Parking** \$ **Business Parking** \$

Supplementary Insurance

Supplementary Insurance

| 20 Busines | ss Expenses - Receipt Summary | | | | |
|--|-------------------------------|----------|--|--------------------|---------------|
| Income (% Website) | Sub-Total | GST Paid | Registered Name: | | |
| Gross sales, commissions, or fees | \$ | \$ | GST/HST Registration Date | DD / MI | M / YYYY |
| Discounts / Promotions / Returns Accounts Payable | \$ \$ | \$ | GST/HST method? Regular GST/HST Registration | - Item Simp | olified Quick |
| Accounts Receivable Accrual | \$ | \$ | Travel | Sub-Total | GST Paid |
| Prepaid Expenses Cash | \$ | \$ | Transportation fees | \$ | \$ |
| Inventory | Sub-Total | GST Paid | Accommodations | \$ | \$ |
| Opening value Item FIFO Avg | \$ | | Food and Beverage | \$ | \$ |
| Purchases during the year | \$ | \$ | Equipment (lasting value) - C | apital cost allowa | nce (CCA) |
| Direct wage costs | \$ | \$ | Purchase Description | Cost | GST Paid |
| | \$ | \$ | DD/MM/YY % | \$ | \$ |
| Closing Value Cost FMV | \$ | · | DD/MM/YY % | \$ | \$ |
| Expenses | Sub-Total | GST Paid | DD / MM / YY % | \$ | \$ |
| Advertising | \$ | \$ | DD/MM/YY % | \$ | \$ |
| Food and Beverages | \$ | \$ | Sale Description | Proceeds | GST Collected |
| Entertainment | \$ | \$ | DD / MM / YY % | \$ | \$ |
| Bad debts | \$ | \$ | DD/MM/YY % | \$ | \$ |
| Insurance (other than health) | \$ | | DD/MM/YY % | \$ | \$ |
| Bank Charges | \$ | | Office use of Home | Personal | % @% Time |
| Interest | \$ | | Heat | \$ | \$ |
| Business tax, fees, licenses, dues | \$ | \$ | Electricity | \$ | \$ |
| Memberships, and subscriptions | \$ | \$ | Business Internet | \$ | \$ |
| Office expenses | \$ | \$ | Insurance | \$ | |
| Supplies | \$ | \$ | Maintenance | \$ | \$ |
| Legal fees, and other professional fee | | \$ | Mortgage Interest | \$ | |
| Accounting | \$ | \$ | Property Taxes | \$ | _ |
| Bookkeeping | \$ | \$ | Rent | \$ | _ |
| Management and administration fees | \$ | \$ | Condo fees | \$ | |
| Equipment Rentals | \$ | \$ | Office Space | Sub-Total | GST Paid |
| Maintenance and repairs | \$ | \$ | Heat | \$ | \$ |
| Salary, Wage RP000_ | \$ | | Electricity, Water | \$ | \$ |
| CPP, EI, other benefits | \$ | | Business Internet | \$ | \$ |
| Workers Compansation Board | \$ | | Insurance | \$ | |
| Telephone and Utilities (Internet) | \$ | \$ | Maintenance | \$ | \$ |
| Fuel costs (except for motor vehicles) | | \$ | Mortgage Interest | \$ | |
| Delivery, freight, and express | \$ \$ \$ \$ | \$ | Property Taxes | | _ |
| | \$ | \$ | Rent | \$ \$ \$ | \$ |
| | \$ | \$ | Condo fees | \$ | |
| Motor vehicle (Seats # |) (Class) | • | Motor vehicle (Seats # _) (Class _ | _) | |
| Make: | Model: | | Make: | Model: | |
| Total kilometres (Annual) | | | Total kilometres (Annual) | | |
| Business kilometres (Annual) | | GST Paid | Business kilometres (Annual) | | GST Paid |
| DD / MM / YY Purchased Date: | \$ | \$ | DD / MM / YY Purchased Date: | \$ | \$ |
| DD / MM / YY Sale Date: | \$ | \$ | DD / MM / YY Sale Date: | \$ | \$ |
| Fuel and oil | \$ | \$ | Fuel and oil | \$ | \$ |
| Interest | \$ | | Interest | \$ | |
| Insurance | \$ | | Insurance | \$ | _ |
| Licence and registration | \$ | \$ | Licence and registration | \$ | \$ |
| Maintenance and repairs | \$ | \$ | Maintenance and repairs | \$ | \$ |
| Leasing | | \$ | Leasing | \$ | \$ |
| Car washes | \$ \$ | \$ | Car washes | \$ | \$ |
| Business Parking (Tolls) | \$ | \$ | Business Parking (Tolls) | \$ | \$ |
| Supplementary Insurance (or CAA) | \$ | | Supplementary Insurance (or CAA) | \$ \$ | V1.07 |