

# 20 \_\_\_\_ Business Expenses - Receipt Summary

Gross sales, commissions, or fees	\$
Discounts / Promotions / Returns	\$
Accounts Payable	\$
Accounts Receivable <input type="checkbox"/> Accrual	\$
Prepaid Expenses <input type="checkbox"/> Cash	\$

## Inventory

Opening value <input type="checkbox"/> Item <input type="checkbox"/> Avg <input type="checkbox"/> FIFO	\$
Purchases during the year	\$
Direct wage costs	\$
	\$
Closing Value <input type="checkbox"/> Cost <input type="checkbox"/> FMV	\$

## Expenses

Advertising	\$
Food and Beverages	\$
Entertainment	\$
Bad debts	\$
Insurance	\$
Bank Charges	\$
Interest	\$
Business tax, fees, licenses, dues	\$
Memberships, and subscriptions	\$
Office expenses	\$
Supplies	\$
Legal fees, and other professional fees	\$
Accounting	\$
Bookkeeping	\$
Management and administration fees	\$
Equipment Rentals	\$
Maintenance and repairs	\$
Salary, Wage _____ RP000	\$
CPP, EI, other benefits	\$
Workers Compansation Board	\$
Telephone and Utilities (Internet)	\$
Fuel costs (except for motor vehicles)	\$
Delivery, freight, and express	\$
	\$
	\$

Registered Name:	
<u>Travel</u>	NAICS: _____
Transportation fees (including rental)	\$
Accommodations	\$
Meals	\$

## Equipment – items of lasting value (CCA)

Description	Cost	Proceeds
DD / MM / YY	\$	\$
DD / MM / YY	\$	\$
DD / MM / YY	\$	\$
DD / MM / YY	\$	\$
DD / MM / YY	\$	\$
DD / MM / YY	\$	\$
DD / MM / YY	\$	\$
DD / MM / YY	\$	\$
DD / MM / YY	\$	\$

## Business use of home Personal at \_\_\_\_ % Other Space

Heat	\$	\$
Electricity	\$	\$
Business Internet	\$	\$
Insurance	\$	\$
Maintenance	\$	\$
Mortgage Interest	\$	\$
Property Taxes	\$	\$
Rent	\$	\$
Condo fees	\$	\$
	\$	\$

## Business Space Other Space

Heat	\$	\$
Electricity	\$	\$
Business Internet	\$	\$
Insurance	\$	\$
Maintenance	\$	\$
Mortgage Interest	\$	\$
Property Taxes	\$	\$
Rent	\$	\$
Condo fees	\$	\$
	\$	\$

## Motor vehicle (Seats # \_\_\_\_ ) (Class \_\_\_\_ )

Make:	Model:
Total kilometres in the year	_____
Business kilometres in the year	_____
DD / MM / YY Purchase:	\$
DD / MM / YY Sale:	\$
Fuel and oil	\$
Interest	\$
Insurance	\$
Licence and registration	\$
Maintenance and repairs	\$
Leasing	\$
Car washes	\$
Business Parking	\$
Supplementary Insurance	\$

## Motor vehicle (Seats # \_\_\_\_ ) (Class \_\_\_\_ )

Make:	Model:
Total kilometres in the year	_____
Business kilometres in the year	_____
DD / MM / YY Purchase:	\$
DD / MM / YY Sale:	\$
Fuel and oil	\$
Interest	\$
Insurance	\$
Licence and registration	\$
Maintenance and repairs	\$
Leasing	\$
Car washes	\$
Business Parking	\$
Supplementary Insurance	\$

# 20 Business Expenses - Receipt Summary

Income ( % Website)	Sub-Total	GST Paid
Gross sales, commissions, or fees	\$	\$
Discounts / Promotions / Returns	\$	
Accounts Payable	\$	\$
Accounts Receivable <input type="checkbox"/> Accrual	\$	\$
Prepaid Expenses <input type="checkbox"/> Cash	\$	\$

Inventory	Sub-Total	GST Paid
Opening value <input type="checkbox"/> Item <input type="checkbox"/> FIFO <input type="checkbox"/> Avg	\$	
Purchases during the year	\$	\$
Direct wage costs	\$	\$
	\$	\$
Closing Value <input type="checkbox"/> Cost <input type="checkbox"/> FMV	\$	

Expenses	Sub-Total	GST Paid
Advertising	\$	\$
Food and Beverages	\$	\$
Entertainment	\$	\$
Bad debts	\$	\$
Insurance (other than health)	\$	
Bank Charges	\$	
Interest	\$	
Business tax, fees, licenses, dues	\$	\$
Memberships, and subscriptions	\$	\$
Office expenses	\$	\$
Supplies	\$	\$
Legal fees, and other professional fee	\$	\$
Accounting	\$	\$
Bookkeeping	\$	\$
Management and administration fees	\$	\$
Equipment Rentals	\$	\$
Maintenance and repairs	\$	\$
Salary, Wage _____ RP000	\$	
CPP, EI, other benefits	\$	
Workers Compansation Board	\$	
Telephone and Utilities (Internet)	\$	\$
Fuel costs (except for motor vehicles)	\$	\$
Delivery, freight, and express	\$	\$
	\$	\$
	\$	\$

Motor vehicle (Seats # ) (Class )

Make: _____	Model: _____
Total kilometres (Annual)	
Business kilometres (Annual)	GST Paid
DD / MM / YY Purchased Date:	\$ \$
DD / MM / YY Sale Date:	\$ \$
Fuel and oil	\$ \$
Interest	\$
Insurance	\$
Licence and registration	\$ \$
Maintenance and repairs	\$ \$
Leasing	\$ \$
Car washes	\$ \$
Business Parking (Tolls)	\$ \$
Supplementary Insurance (or CAA)	\$

Registered Name: \_\_\_\_\_

GST/HST Registration Date DD / MM / YYYY

GST/HST method? ☐ Regular - Item ☐ Simplified ☐ Quick

GST/HST Registration \_\_\_\_\_ - \_\_\_\_\_ RT000 \_

Travel	Sub-Total	GST Paid
Transportation fees	\$	\$
Accommodations	\$	\$
Food and Beverage	\$	\$

Equipment (lasting value) - Capital cost allowance (CCA)

Purchase Description	Cost	GST Paid
DD / MM / YY %	\$	\$
DD / MM / YY %	\$	\$
DD / MM / YY %	\$	\$
DD / MM / YY %	\$	\$

Sale Description	Proceeds	GST Collected
DD / MM / YY %	\$	\$
DD / MM / YY %	\$	\$
DD / MM / YY %	\$	\$

Office use of Home	Personal	% @	% Time
Heat	\$		\$
Electricity	\$		\$
Business Internet	\$		\$
Insurance	\$		
Maintenance	\$		\$
Mortgage Interest	\$		
Property Taxes	\$		
Rent	\$		
Condo fees	\$		

Office Space	Sub-Total	GST Paid
Heat	\$	\$
Electricity, Water	\$	\$
Business Internet	\$	\$
Insurance	\$	
Maintenance	\$	\$
Mortgage Interest	\$	
Property Taxes	\$	
Rent	\$	\$
Condo fees	\$	

Motor vehicle (Seats # ) (Class )

Make: _____	Model: _____
Total kilometres (Annual)	
Business kilometres (Annual)	GST Paid
DD / MM / YY Purchased Date:	\$ \$
DD / MM / YY Sale Date:	\$ \$
Fuel and oil	\$ \$
Interest	\$
Insurance	\$
Licence and registration	\$ \$
Maintenance and repairs	\$ \$
Leasing	\$ \$
Car washes	\$ \$
Business Parking (Tolls)	\$ \$
Supplementary Insurance (or CAA)	\$