

# Statement of Business Income & Expenses - 2021

Name: \_\_\_\_\_ SIN: \_\_\_\_\_

Business #: \_\_\_\_\_ For the Period (D-M-Y) \_\_\_\_\_ to \_\_\_\_\_

Type of Business: \_\_\_\_\_ Final Year: Yes / No

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**Income:**

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Sales, commissions or fees: \_\_\_\_\_

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

Gross Income: \_\_\_\_\_

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**EXPENSES & ALLOWANCES:**

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Advertising \_\_\_\_\_

Meals & entertainment \_\_\_\_\_

Bad debts \_\_\_\_\_

Insurance \_\_\_\_\_

Interest \_\_\_\_\_

Business tax, fees, licenses, dues \_\_\_\_\_

Office expenses \_\_\_\_\_

Supplies \_\_\_\_\_

Legal & accounting fees \_\_\_\_\_

Management & administration fees \_\_\_\_\_

Rent \_\_\_\_\_

Maintenance & repairs \_\_\_\_\_

Salaries (and payroll deductions) \_\_\_\_\_

Property taxes (only business portion) \_\_\_\_\_

Travel \_\_\_\_\_

Telephone and utilities \_\_\_\_\_

Business % \_\_\_\_\_

Light, heat & water 100% \_\_\_\_\_

Telephone 100% \_\_\_\_\_

Cellular 100% \_\_\_\_\_ x \_\_\_\_\_ = \_\_\_\_\_

Fuel costs (except motor vehicles) \_\_\_\_\_

Delivery, freight, and express \_\_\_\_\_

Motor vehicle expenses \_\_\_\_\_

Other Expense (list): \_\_\_\_\_

Total Expenses: \_\_\_\_\_

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Net Income (Loss) before Accountant's Adjustments

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Inventory On-Hand at Year-End: \_\_\_\_\_

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# Statement of Business Income & Expenses - 2021

Name: \_\_\_\_\_ SIN: \_\_\_\_\_

## Capital Asset Purchases / Sales – 2021

| Purchases:<br>New / Used: | Date of<br>Purchase | Description | Serial # | Total Cost | Trade-In | Net Cost |
|---------------------------|---------------------|-------------|----------|------------|----------|----------|
|                           |                     |             |          |            |          |          |
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| Sales:<br>New / Used: | Date of<br>Purchase | Description | Serial # | Total Cost | Trade-In | Net Cost |
|-----------------------|---------------------|-------------|----------|------------|----------|----------|
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PLEASE PROVIDE A PHOTOCOPY OF MAJOR PURCHASES AND SALE INVOICES FOR OUR RECORDS