

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

Business Number \_\_\_\_\_

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

**Total Revenues:**

less GST/HST Remitted (if any) \_\_\_\_\_  
 less Sub-Contract (non-GST/HSTable) \_\_\_\_\_  
 less Sub-contract GST/HSTable \_\_\_\_\_  
 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 repairs \_\_\_\_\_  
 Computer Software \_\_\_\_\_  
 Health Care premiums: \_\_\_\_\_  
 Other operating expenses: \_\_\_\_\_

**Office expenses:**

Communications: personal phone, internet, telephone, fax , etc \_\_\_\_\_  
 Office supplies,stationary, etc: \_\_\_\_\_  
 Postage: \_\_\_\_\_

**Automobile expenses:**

Number of Kilometers driven for business \_\_\_\_\_  
 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: \_\_\_\_\_