

PROFESSIONAL BUSINESS INCOME STATEMENT

Business name: _____

Main product or service: _____

Are you a GST/HST registrant (Y/N)? _____

If yes, complete columns 1 and 2

If no, complete column 1 only

Column 1	Column 2
Total expense including GST/HST	GST/HST included in Column 1

Income

Professional fees including work in progress		
Work in progress at the end of the year		

Expenses (other than auto)

Advertising and promotion		
Bad debts		
Business memberships, dues, etc.		
Delivery		
Insurance		
Interest		
Maintenance and repairs		
Management and administration fees		
Meals and entertainment		
Office expenses		
Supplies		
Legal and accounting fees		
Property taxes		
Rent		
Salaries, wages and benefits		
Travel		
Telephone and utilities		
Other (please specify)		

Details of capital expenditures

Description of addition 1 : _____

Cost: _____

Description of addition 2: _____

Cost: _____

Description of addition 3: _____

Home office expenses

Total square footage of home: _____ sq ft

Total square feet used for home office: _____ sq ft

Electricity, heat, water		
Maintenance and repairs		
Insurance		
Mortgage interest		
Property taxes		
Other (please specify)		

Automobile expenses

Total km driven in the calendar year: _____ km

Total km driven for business purposes: _____ km

Fuel		
Repairs		
Insurance		
Licence		
Interest		
Lease costs		
Parking		

Automobile lease

Date lease commenced: _____

Manufacturer's suggested retail price: _____

Automobile purchase

Description of vehicle: _____

Purchase date: _____

Purchase price: _____

GST/HST included in purchase price: _____