

Expenses List for The Year	
Nature of Expenses and Income	
Total Income	Amount
Purchases	
Wages to Employees (Direct Labour Wages)	
Sub Contractor (Amount of work done by other people which you pay lump Sum)	
Freight and Duty	
Advertisements	
Meals & Entertainment	
Promotions (Sales promotion, other business promotion Expenses)	
Gifts to Clients	
Insurance (eg Error and ommission, Liability inurance but not car)	
Life Insurance on Executive	
Interest (On line of Credit, other business loans,Credit Card)	
Bank Charges	
Credit Card Charges	
Business Taxes (License fee,membership dues and taxes, Govt Fee)	
Office expenses and Office Utilities	
Uniform, Small Tools, Laundry	
Supplies (stationary. All office purchases and other purchases for business)	
Legal, Accounting & other professional fees (Legal, Mgt fee, other professional fee)	
Administration (office) fees, Transaction fees, Commission split	
Taining Expenses	
Rent (if you rent office)	
Motor Vehicle Rental	
Equipment Repairs	
Repair and Maintenance Building, Garbage Removal	
Salaries (if you have employees)	
Computer Related Expenses	
Travel & Accommodation	
Mobile Phone, Pager, Internet, Web site	
Postage, Delivery & Courier Services	
Referral fees	
Rental Equipment	
Conventions, Seminars, Courses	
Private health plan premiums	
Vehicle Expenses	
Fuel	
Auto Insurance	
Licence plate	
Car Maintenance & Repairs	
Business Parking fees	
407-ETR	
Car wash	
CAA Membership	
Car lease payments (if leased)	
Interest on car loan	
Business-use-of-home (if you have home-based office used only for business)	
1. Heat	
2. Hydro	
3. Water	
4. Home insurance	
5. Maintenance & Repairs or Condominium fees	
6. Mortgage Interest	
7. Rent or Property Taxes	
8. Home phone	
9. Home security	
10. Internet	
Assets :Car, Computer, Hardware & Software, Office	
Office Equipment and Furniture	
Total Kilometer You Driven the Car for the Year	
Out of that how many are Business Kilometer.	