



Business Income and Expense Statement

Tax Year: _____

Business Name: _____ HST#: _____

Income

Category	Amount	HST
Gross Business or Professional Income	\$ _____	\$ _____

Expenses

Expense Category	Amount	HST
Advertising	\$ _____	\$ _____
Meals and Entertainment	\$ _____	\$ _____
Bad Debts	\$ _____	\$ _____
Insurance	\$ _____	\$ _____
Interest and Bank Charges	\$ _____	\$ _____
Business Taxes, Licences, Memberships	\$ _____	\$ _____
Office Expenses	\$ _____	\$ _____
Supplies	\$ _____	\$ _____
Professional Fees (Legal/Accounting)	\$ _____	\$ _____
Management and Administration Fees	\$ _____	\$ _____
Rent	\$ _____	\$ _____
Repairs and Maintenance	\$ _____	\$ _____
Salaries, Wages, and Benefits	\$ _____	\$ _____
Property Taxes	\$ _____	\$ _____
Travel Expenses	\$ _____	\$ _____
Utilities	\$ _____	\$ _____
Other	\$ _____	\$ _____