



SUMMARY OF BUSINESS INCOME AND EXPENSES

Irene Byrne
 Bookkeeping and Tax Services
 Tel: 705-812-2002
 Fax: 705-424-1990
 ibyrne@sympatico.ca

CLIENT NAME: _____

BUSINESS NAME: _____

YEAR ENDED: _____

		Subtotals	GST	Totals
REVENUE				
DIRECT COST OF GOODS/SERVICES		Subtotals	GST	
Purchases of materials or product				
Subcontract				
Commissions paid				
Other:				
End of Inventory amount (if applicable)				
OPERATING EXPENSES				
Advertising	8521			
Meals and entertainment	8523			
Insurance	8690			
Interest	8710			
Business tax fees,licences, dues, subsc	8760			
Office Expenses	8810			
Supplies	8811			
Legal/accounting/prof. fees	8860			
Management & administration fees	8871			
Rent	8910			
Maintenance & Repairs	8960			
Salaries/wages/benefits(incl employer's cont.)	9060			
Property Taxes	9180			
Travel	9200			
Telephone and utilities	9220			
Delivery, Freight and Express	9275			
GST on Motor Vehicle Expenses				
	Total Expenses			
	Net Income			



SUMMARY OF ASSET ACQUISITION

Irene Byrne
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CLIENT NAME: _____

BUSINESS NAME: _____

YEAR ENDED: _____

ASSET PURCHASES

Please provide a list of the cost of assets purchased (>\$200) during the year (computer, shop equipment, furniture & fixtures etc.)

Description	Date purchased	Cost/ Sale price

Summary of Rental Income and Expenses

Client Name: _____

Property Address: _____

Year Ended: _____

Rental Income:

Rental Expenses

Advertising

Insurance

Interest

Office Expenses

Legal, accounting and prof. fees

Management and admin. fees

Maintenance and repairs

Salaries, wages and benefits

Property taxes

Travel

Utilities

Vehicle expenses

Other expenses

Total Rental Expenses

Net Rental Income