

Kriens~LaRose, LLP

Business Income & Expenses

Year 2016

(To be used for your Unincorporated Business)

NAME:

| Item | Amount | | |
|--|--------|-----|------------|
| | Total | HST | Net Amount |
| <u>Income:</u> | | | |
| Gross Income/billings | | | - |
| <u>COGS</u> | | | |
| Purchases (Cost of Sales) | | | - |
| <u>Expenses:</u> | | | |
| Bad Debts (if sale was recorded in gross income) | | | - |
| Advertising | | | - |
| Membership dues, membership & business related subscriptions | | | - |
| Courier and Postage | | | - |
| Computer, fax, printers, telephones & electronic equipment purchased (any single item over \$250, provide itemized list & cost) | | | - |
| Furniture and equipment purchased (any single item over \$250, provide itemized list & cost) | | | - |
| Home Office (refer to Office in Home Expenses spreadsheet) | | | - |
| Business Insurance (liability or asset coverage) | | | - |
| Interest and bank service charges | | | - |
| Maintenance of office /equipment repairs | | | - |
| Subcontracted Services | | | - |
| Meals and Entertainment | | | - |
| Motor Vehicle (refer to Motor Vehicle Expenses spreadsheet) | | | - |
| Rent of business property (aside from home office) | | | - |
| Office Supplies | | | - |
| Other Supplies | | | - |
| Accounting and Legal Fees | | | - |
| Salaries and employee benefits | | | - |
| Travel (include conferences) | | | - |
| Telephone (include internet, pager, cell phone and fax) | | | - |
| Parking, Travel, Tolls | | | - |
| Equipment Rental | | | - |
| Other - anything that does not fit into above categories, attach a list with descriptions | | | - |
| TOTAL EXPENSES | | | - |
| NET INCOME/(LOSS) | | | - |

NOTES (CLIENT):

NOTES (KL STAFF/PARTNER):