

# Kriens~LaRose, LLP

**Business Income & Expenses  
Year 2017**

*(To be used for your Unincorporated Business)*

**NAME:**

Item	Amount		
	Total	HST	Net Amount
<b><u>Income:</u></b>			
Gross Income/billings			-
<b><u>COGS</u></b>			
Purchases (Cost of Sales)			-
<b><u>Expenses:</u></b>			
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			-
<b>TOTAL EXPENSES</b>			-
<b>NET INCOME/(LOSS)</b>			-

**NOTES (CLIENT):**

**NOTES (KL STAFF/PARTNER):**