

Self-Employment (Sole-Proprietor) Sales and Expenses Spreadsheet

*** Please provide the following information - 3 pages (business related only)***

Business Name _____

Business Number _____

Nature of Business _____

Business period _____ to _____

Client Name _____

Phone _____

Alternate Phone _____

Fax # _____

Email _____

Please provide any additional information you feel is important below;

Financial Details

| Income | Subtotal | HST (13%) | Total |
|-------------------|-----------------|------------------|--------------|
| Sales | | | |
| Rental Income | | | |
| Investment Income | | | |
| TOTALS | | | |

| Cost of Goods Sold | Subtotal | HST (13%) | Total |
|---------------------------|-----------------|------------------|--------------|
| Purchases | | | |
| Subcontracts | | | |
| Other _____ | | | |
| TOTALS | | | |

| | |
|-------------------------------|--|
| Inventory as of Dec 31 | |
|-------------------------------|--|

| Expenses | Subtotal | HST (13%) | Total |
|---|-----------------|------------------|--------------|
| Advertising, Promotion & Gifts | | | |
| Bank Charges & Interest | | | |
| Meals and Entertainment | | | |
| Office Expenses | | | |
| Professional Fees | | | |
| Repairs & Maintenance | | | |
| Office Rental | | | |
| Supplies | | | |
| Telephone | | | |
| Internet | | | |
| Cellular | | | |
| Travel | | | |
| Bad Debts | | | |
| Other _____ | | | |
| Other _____ | | | |
| Other _____ | | | |
| TOTALS | | | |
| Capital Expenses (Large Purchases) | | | |
| Office Furniture | | | |
| Computer | | | |
| Office Equipment | | | |
| Other _____ | | | |
| Other _____ | | | |
| Other _____ | | | |
| Other _____ | | | |
| TOTALS | | | |

Automobile (If more than one vehicle, list details for each vehicle separately)

| | |
|--------------------------------------|--|
| Description of Vehicle | |
| | |
| Year of Purchase and Price | |
| | |
| Total # of KMs during the year | |
| Total # of KMs for business purposes | |

| Automobile Expenses | Subtotal | HST (13%) | Total |
|----------------------------|-----------------|------------------|--------------|
| Fuel | | | |
| Repairs and Maintenance | | | |
| Car Rentals | | | |
| Leasing Charges | | | |
| Financing Interest Charges | | | |
| Parking | | | |
| Insurance | | | |
| License Plate Sticker | | | |
| CAA, etc | | | |
| Other _____ | | | |
| TOTALS | | | |

Home Office

| | |
|--|--|
| Total Home Square Footage | |
| Area used for Business in Square footage | |

| Home Office Expenses | Subtotal | HST (13%) | Total |
|-----------------------------|-----------------|------------------|--------------|
| Rent / Landlord Name | | | |
| Annual Property Taxes | | | |
| Heat | | | |
| Hydro | | | |
| Water | | | |
| Maintenance & Repairs | | | |
| Mortgage Interest | | | |
| Internet | | | |
| Other _____ | | | |
| TOTALS | | | |