

Morrison Dom & Associates Ltd.**BUSINESS/PROFESSIONAL INCOME AND EXPENSES - only for sole proprietorships or partnerships**

PLEASE COMPLETE OR PROVIDE SOURCE DOCUMENTS FOR THE FOLLOWING ITEMS IF WE DO THE BOOKKEEPING

CLIENT NAME _____

NAME OF BUSINESS _____

BUSINESS START DATE _____

WHAT DOES THE BUSINESS DO? _____

CO-OWNER/PARTNER _____

DO YOU FILE GST YES / NO IF YES, PLEASE PROVIDE GST34 FORM

If we calculate your GST complete the total column

If you calculate your GST complete the net column

	TOTAL	GST	NET
	\$	\$	\$
GROSS INCOME (Include Accounts Receivable)	_____	_____	_____
EXPENSES (Include Accounts Payable - invoice has been received but you may not have paid it yet)			
SUBCONTRACTORS/CONSULTANTS	_____	_____	_____
MATERIALS USED	_____	_____	_____
WAGES & SALARIES	_____	_____	_____
ADVERTISING & PROMOTION	_____	_____	_____
BAD DEBTS (if included in above income)	_____	_____	_____
INTEREST EXPENSE & BANK CHARGES	_____	_____	_____
COURIER/FREIGHT	_____	_____	_____
BUSINESS INSURANCE (not homeowner or auto)	_____	_____	_____
MEALS/ENTERTAINMENT (100%)	_____	_____	_____
OFFICE SUPPLIES/STATIONERY	_____	_____	_____
LEGAL/ACCOUNTING	_____	_____	_____
RENT (other than home office)	_____	_____	_____
REPAIRS & MAINTENANCE	_____	_____	_____
UTILITIES (other than home office)	_____	_____	_____
TRAVEL	_____	_____	_____
TELEPHONE (What % is for business use? _____)	_____	_____	_____
OTHER	_____	_____	_____

DID YOU PURCHASE OR SELL ANY ASSETS?ADDITIONS DURING THE YEAR

ASSET TYPE	DATE	COST/PRICE
_____	_____	_____
_____	_____	_____
_____	_____	_____

DISPOSALS DURING THE YEAR

ASSET TYPE	DATE	COST/PRICE
_____	_____	_____
_____	_____	_____