



Okotoks, AB  
(587) 894-3235  
[info@jdaccountingservices.ca](mailto:info@jdaccountingservices.ca)

## SMALL BUSINESS INCOME AND EXPENSES

FOR THE PERIOD FROM: \_\_\_\_\_ TO: \_\_\_\_\_

BUSINESS NUMBER: \_\_\_\_\_ MAIN PRODUCT OR SERVICE: \_\_\_\_\_

ADDRESS IS DIFFERENT FROM PERSONAL: \_\_\_\_\_

GROSS SALES OR PROFESSIONAL INCOME: \_\_\_\_\_

GST COLLECTED: \_\_\_\_\_

### TOTAL EXPENSES FOR THE ABOVE PERIOD

ADVERTISING: \_\_\_\_\_

MEALS & ENT (50%): \_\_\_\_\_

INSURANCE: \_\_\_\_\_

FEES, LICENSE, MEMBERSHIPS: \_\_\_\_\_

OFFICE SUPPLIES: \_\_\_\_\_

SUPPLIES: \_\_\_\_\_

PROFESSIONAL FEES: \_\_\_\_\_

SALARIES & WAGES: \_\_\_\_\_

TRAVEL: \_\_\_\_\_

DELIVERY/POSTAL/SHIPPING: \_\_\_\_\_

OTHER: \_\_\_\_\_

PLEASE KEEP ALL RECEIPTS