

Typical Revenue and Expenses Categories
For In-home Sole Proprietorships

Income			Motor Vehicle Expenses	
Minus GST & PST if included in above			Type of Vehicle	
Gross Income			Fuel	
Cost of Good Sold			Interest on car loan	
Opening inventory			Insurance	
Purchase			Maintenance	
Minus closing inventory			Leasing	
			BCAA	
Total Cost of Goods Sold			Sub-Total	
Gross Profit			Total Kms for Business	
			Total Kms for the Year	
Web Site? Yes or No				
What percentage of your income is from the Web Site			Share of Vehicle Expenses	
Expenses			Capital Cost Allowance	
Advertising			Equipment additions	
Meals & Entertainment - total			Computer additions	
	-50%		Tools additions	
Insurance on equipment			or any disposal	
Interest - paid on Business account			Only Items over \$200.00	
Business tax, fees, licences, dues, memberships				
Office Expenses			Business use of Home Expenses	
Legal, accounting and other professional fees			Fortis	
Management and administration fees			Hydro	
Rental separate Office space			Insurance	
Maintenance and repairs of equipment			Maintenance	
Travel			Property Tax	
Cell Phone & \or Business phone			Utilities	
Courier fees			Rent	
Convention Fees				
Private Health Service Plan Premiums			Sub-Total	
Other				
Other			Sq ft used for business	
Other			Total home sq ft	
Other				
			Share of Home Expenses	
Total Expenses				
Net Income				