**Statement of Business Income and Expenses - 2023**

Name:

Business #: For the Period (dd-mm-yy) to

Type of Business: Final Year: Yes / No

INCOME:

Sales, commissions or fees:

Other income (CEBA funds forgiven):

**Gross Income:**

EXPENSES and ALLOWANCES:

Advertising

Meals and entertaining

Bad debts

Insurance

Interest

Business tax, fees, licenses, dues

Office expenses

Supplies

Legal and accounting fees

Management and administration fees

Rent

Maintenance and repairs

Salaries (and payroll deductions)

Property taxes (only business portion)

Travel

Telephone and utilities

Fuel costs (except motor vehicles)

Delivery, freight and express

Motor vehicle expenses

Other expense (list)

**Total Expenses:**

Net Income (Loss) before Accountant’s Adjustment

**Statement of Business Income and Expenses - 2023**

Name:

**Capital Purchases/Sales for 2023**

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| --- | --- | --- | --- | --- | --- | --- |
| **Purchases:** | | | | | | |
| New/Used | Date of Purchase: | Description | Serial #: | Total  Cost: | Trade-In: | Net Cost: |
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| **Sales:** | | | | | | |
| Date Sold: | Date of Purchase: | Description | Serial #: | Sale  Price: | Trade-In: | Net Cost: |
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**PLEASE PROVIDE A PHOTOCOPY OF MAJOR PURCHASES AND SALE INVOICES FOR OUR RECORDS.**