

Summary Statement of Business Activities

Business Name: _____

Main Product or Service: _____

Sales, Commissions, or fees _____

Cost of Sales:

Opening Inventory _____

Purchases _____

Direct Wage Costs _____

Subcontracts _____

Total Cost of Sales _____

Expenses:

Advertising _____

Meals & Entertainment _____

Bad Debts _____

Insurance _____

Bank Charges & Interest _____

Business tax, fees, dues _____

Office Expenses _____

Supplies _____

Professional Fees _____

Management Fees _____

Rent _____

Repairs & Maintenance _____

Wages & Benefits _____

Travel _____

Telephone & Utilities _____

Fuel (Except for Motor vehicles) _____

Freight, Courier _____

Motor Vehicle Expenses (schedule) _____

Other (Speciij) _____

Total Expenses _____

Net Income (Loss) Before Adjustments _____

(Please note that the above is for general guidance only. If you have any questions relating to income and expenses, please feel free to contact our office for further details at (604) 576-4530)