

**2016 SELF-EMPLOYMENT INCOME AND EXPENSE WORKSHEET**

Your name: \_\_\_\_\_

Business name: \_\_\_\_\_

Main product or service: \_\_\_\_\_

Are you GST registered?  Y  N

Do you own 100% of the business?  Y  N

LNCO to prepare your GST return?  Y  N

<b>Total Revenue</b>	
Cost of goods sold	
Purchases for the year	
Subcontracts	
<b>Operating Expenses</b>	
Advertising	
Meals and entertainment	
Bad debts	
Bank charges	
Insurance	
Interest on business loans	
Business licenses, dues and fees	
Office expenses	
Supplies	
Legal, accounting & other fees	
Management & administration fees	
Business rent (excl. home office)	
Maintenance and repairs	
Salaries, wages and benefits	
Business travel	
Business phone and utilities	
Delivery and freight	
Other	
Other	
Other	
Other	
Other	

<b>Business Use of Motor Vehicle</b>	
Make and year of vehicle	
If purchased during the year, indicate date and cost before taxes	
Km for business/employment or %	
Total Km driven	
Fuel	
Maintenance and repairs	
Insurance	
License and registration	
Parking	
If financed: interest paid	
If leased: lease charges	
<b>Home Office</b>	
Area for business use (square feet)	
Total area of home (square feet)	
Heat	
Electricity	
Insurance	
Maintenance and repairs	
Mortgage interest	
Property taxes	
Internet/cable	
Home telephone	
Other	
Other	
Other	

All expenses should be totaled from actual receipts that can be presented to the CRA in the event of an audit.  
Need more info? Call or email us, or visit our website at [www.LNCO.ca](http://www.LNCO.ca).