

**EXPENSE TRACKING WORKSHEET**

	SUB-TOTAL	HST	TOTAL
Advertising			
Meals and Entertainment			
Bad Debts			
Insurance (Business Insurance Only)			
Interest on Business Credit Cards/Lines of Credit/Loans			
Business Tax, Fees, Licences, Dues & Memberships			
Office Expenses			
Supplies			
Materials (Contracting)			
Legal, Accounting, & Other Professional Fees			
Management and Administration Fees			
Rent (on places of business and operation; not home)			
Maintenance and Repairs			
Salaries/Wages and Benefits (including employer's contributions)			
Property Taxes			
Travel (including transportation fees, accommodations, etc.)			
Telephone and Utilities			
Delivery, Freight, and Courier			
Other Expenses - Specify:			
Other Expenses - Specify:			
Other Expenses - Specify:			
Other Expenses - Specify:			
<b>TOTALS</b>			

**Capital Items\***

	SUB-TOTAL	HST	TOTAL
Item/Equipment:			
Item/Equipment:			
Item/Equipment:			
Item/Equipment:			
Item/Equipment:			

\*Items with a life span of more than a year and a value of \$500 or more; identify each item separately

**NOTES:**

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