

GUIDELINE FOR ORDER OF RECEIPTS FOR SMALL BUSINESS

NAME OF COMPANY,.....

YEAR.....

Sales: Gross Revenue
 Returns and Allowances
 Sales Tax
 Inventory at the beginning
 Purchases incl. delivery
 Inventory at the end

Capital Cost Allowance

Professional fees

Advertising

Management & Admin Fees

Auto: km driven to earn income
 Total km driven
 Insurance
 Fuel Maint & Repairs
 License & Permit
 Parking

Business Business Insurance
 Short term debt interest/bank charges
 Long term debt interest
 Taxes, dues
 Property taxes

Supplies

Office: Office Expenses & Postage
 Delivery Freight & Express
 Light, heat, water & telephone
 Office rental
 Maintenance & Repairs

Sundry Travelling Expenses
 Meals & Entertainment

Mortgage Interest or Rent