

**Self-Employed Statement of Monthly Income Expenses  
(Cash Basis)**

**NAME:** \_\_\_\_\_ **Month** \_\_\_\_\_  
**Occupation:** \_\_\_\_\_ **Telephone:** \_\_\_\_\_  
**Business No:** \_\_\_\_\_

<b>BUSINESS INCOME</b>	
Gross income (proof of income required)	\$ _____
Minus GST and PST (if included in above)	_____
<b>TOTAL INCOME:</b>	<b>\$ _____</b>

<b>BUSINESS EXPENSES</b>			
<b>Home office</b>		<b>Transportation</b>	
Home office (as per calc)	\$ _____	Motor vehicle (as per calc)	\$ _____
Cell phone	_____	Bus / Taxi	_____
<b>Office expenses</b>		Parking	_____
Rent	_____	<b>Miscellaneous</b>	
Supplies	_____	Tools / Equipment	_____
Salaries, wages, and benefits paid	_____	Delivery / Express	_____
Telephone / Internet	_____	Interest / Bank Charges	_____
<b>Promotion</b>		Legal / Accounting fees	_____
Advertising / Promotion	_____	Dues / Licenses	_____
Meals & Entertainment	_____	GST / PST remittance	_____
Travel costs	_____	Other:	_____
Other:	_____	Other:	_____
<b>TOTAL EXPENSES:</b>			<b>\$ _____</b>
<b>Boale, Wood &amp; Company Ltd. #410 - 800 W Pender Street, Van, BC V6C 2V6 T: _____ 604.605.3335 F: 604.605.3359</b>		<b>NET INCOME (Income - Expenses):</b> \$ _____	
		<b>LESS: income tax payable (Estimate 25%):</b> _____	
		<b>NET AFTER TAX INCOME (to report)</b> \$ _____	

**Note:** Cheques payable to Receiver General for remittances must be made on a monthly basis. Please remit cheque, money order or cash payment slip for remittance payment with your report

<b>Calc of business use of home expenses</b>		<b>Calc of motor vehicle expenses</b>	
Square footage used for business	_____	Kilometers driven to earn business income	_____
Total square footage of home	_____	Total kilometers driven in the month	_____
% of Business Use	_____	% of Business Use	_____
Rent	_____	Gas and oil	_____
Heat & Electricity	_____	Licence & Registration	_____
Maintenance	_____	Maintenance & Repairs	_____
Insurance	_____	Lease payment	_____
Mortgage Interest	_____	Interest (if financed)	_____
Property Taxes	_____	Insurance	_____
<b>Total home expenses</b>	_____	<b>Total vehicle expenses</b>	_____
<b>Total business use (% x total expenses)</b>	_____	<b>Total business use (% x total expenses)</b>	_____
<b>Total personal use</b>	_____	<b>Total personal use</b>	_____

**Date:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

I hereby certify that this an accurate statement of my income and expenses.