



KD PROFESSIONAL SERVICES CORP.

# Business Tracker for Sole Proprietors

## BUSINESS TRACKER

year

Company Name		Date Received	
Name of Contact		Phone Number	

### A. INCOME (Note: Do not include GST if you collect GST)

Income Sources	\$ AMOUNT
Income Source 1	
Income Source 2	
Income Source 3	
Income Source 4	
<b>Total Gross Income</b>	

### B. COST OF GOODS SOLD (For product-based companies)

	\$ AMOUNT
Opening Inventory	
Purchases	
<b>Subtotal</b>	
Less: Closing Inventory	
<b>Cost of Good Sold</b>	

### C. EXPENSES

(Business portion only; Include GST in your expenses only if you do NOT have a GST #.)

ITEM	\$ AMOUNT
Advertising	
Meals and Entertainment	
Bad Debts	
Insurance	
Interest	
Business Tax, Fees, Licenses, Dues, Membership	
Office Expenses	
Supplies	
Legal, Accounting and Other Professional Fees	
Management and Administration Fees (include Bank Charges)	
Rent	
Maintenance and Repairs	
Salaries, Wages and Benefits	
Property Taxes	
Travel	
Telephone and Utilities	
Fuel Costs (except for motor vehicles)	
Delivery, Freight and Express	
Other:	
Other:	
<b>Subtotal</b>	

**To save a completed form:**  
**Save a blank copy of this form on your device.**  
**Open saved file and fill-up the form.**  
**Click SAVE to save a copy of the filled-up form.**

**D. BUSINESS USE OF MOTOR VEHICLE**

	<b>VEHICLE 1</b>	<b>VEHICLE 2</b>
Kilometres driven to earn income		
Total Kilometres driven		
<b>Expense Description</b>	<b>\$ AMOUNT</b>	<b>\$ AMOUNT</b>
Fuel		
Repairs and Maintenance		
Insurance		
License and Registration		
Interest Expense		
Lease Payments		
Car Washes		
Parking		
Other:		
Total Motor Vehicle Expenses		

**E. BUSINESS USE OF HOME**

<b>Expense Description</b>	<b>\$ AMOUNT</b>
Utilities (Heat, Electricity, Water, Sewer)	
Insurance	
Maintenance	
Mortgage Interest	
Property Tax	
Other Expense	
Other Expense	
<b>Subtotal</b>	
<b>Calculation of Business Use of Home Expenses</b>	
Sq. Ft. for Business Usage	
Sq. Ft. of Total Home	

**F. WITH A GST# (THOSE WITHOUT A GST #, INCLUDE GST IN EXPENSES)**

	<b>\$ AMOUNT</b>
GST Collected	
GST Paid on Expenses (ITC's)	
GST Installments Paid to CRA	

