

Business: _____

Year: _____

Operating Expenses	Description	Reference	Amount
Advertising 8521	Advertising, finders fees, etc.		
Bad debts 8590	A receivable that had been included in income has been determined to be uncollectible in the year		
Business tax, fees, licenses, dues, memberships and subscriptions 8760	You cannot deduct club membership dues (including initiation fees) if the main purpose of the club is dining, recreation, or sporting activities		
Delivery & freight 9275			
Fuel costs 9224	Cost of fuel, motor oil and lubricants used in business. Do not include Fuel for motor vehicles & home heating		
Insurance 8690	Ordinary commercial insurance premiums on buildings, machinery and equipment. Do not include insurance on motor vehicles or home office		
Interest 8710	Interest you incur on money you borrow to run your business		
Maintenance and repairs 8960	Cost of labour and materials for any minor repairs or maintenance done to property you use to earn income		
Management and administration fees 8871	Management and administration fees incurred to operate your business, including bank charges		
Meals and entertainment 8523	Maximum you can claim is lesser of 50% of the cost of food, beverages and entertainment or a reasonable amount		
Office expenses 8810	Items such as pens, pencils, stationery, and stamps. Items such as filing cabinets, chairs and desks are capital items		
Supplies 8811	Cost of items consumed indirectly to provide the business's goods or services		
Legal, acctg, and other professional fees 8860	Fees for external professional advice or services, including consulting fees		
Property taxes 9180	Property taxes for property used in your business		
Rent 8910	Rent for property used in your business		
Salaries, wages, and benefits 9060	Gross salaries you pay to employees. Do not include direct wage costs, subcontracts, or salary/drawings to owner		
Travel 9200	Includes public transportation fares & hotel costs		
Telephone & Utilities 9220	Telephone, gas, oil, electricity, water to earn income		
Other Expenses 9270	Other expenses to earn income		
Other			
	Total expenses		