

ANGELA HYRNIUK - ACCOUNTANT

Expense List

Advertising
Bad debts
Business tax, fees, dues, memberships
Delivery costs, freight
Fuel costs (not car)
Insurance
Interest (visa cards, bank loans)
Maintenance & repairs (instruments, computer)
Management & administration Fees
Meals & entertainment
Office supplies
Supplies (anything below \$500)
Legal, accounting, professional fees
Rent
Salaries, wages and benefits
Travel
Phone
Utilities
Professional gifts
Professional developments (workshops, movies, plays)
CDs
Books and Magazines
Parking Bank charges
Capital costs – see below
Computer programs

Medical expenses: dental, eyeglasses, massage, acupuncture, counseling, chiropractor fee etc.

Moving Expenses: freight, postage, hotel, meals, legal fees, gas, and storage

Auto Expenses

Car value as at Jan. 1, 2010 (new clients only)
Gas
Maintenance & repairs
Insurance
BCAA

Office in Home

Rent/mortgage interest
Taxes
Maintenance & repairs (painting, gardening)
Security/strata fees
Hydro

Capital Costs as at Jan. 1, 2010

Any equipment you own over \$500
i.e. answering machine, computer, printers, scanner, office furniture cumulative (desk, lamp, rug)
Canadian art, bookshelves, office chairs, stereo, speakers, VCR, specialty tools, paint brushes, easel, welding iron etc. – list them all with their value