

Business Income Workpaper

Total Income from sales		\$
Accounting		\$
Advertising & Promotion		\$
Bank fees and charges		\$
Cleaning & rubbish removal		\$
Electricity & gas		\$
Insurance		\$
Materials & supplies		\$
Motor vehicle expenses: Total		\$
- Registration	\$	
- Insurance	\$	
- Repairs & maintenance	\$	
- Interest	\$	
- Fuel	\$	
- Leasing / Other	\$	
Postage		\$
Printing & stationary		\$
Protective clothing		\$
Rent of business premises		\$
Repairs & maintenance		\$
Replacements - tools etc. / Assets under \$1,000		\$
Salaries & wages		\$
Subscriptions		\$
Telephone		\$
Other expenses		\$
		\$
		\$

Note: Please list asset purchases over \$1,000 separately