

# T.O. FINANCIAL SERVICES

## LIST OF EXPENSE CATEGORIES

Advertising and Promotion	Expense	Advertising, marketing, graphic design, and other promotional expenses
<u>Automobile Expense</u>	Expense	Fuel, oil, repairs, and other automobile maintenance for business autos
Automobile Expense:Gas	Expense	
Automobile Expense:Parking	Expense	
Automobile Expense:Repairs & Maintenance		
Automobile Expense:Lease	Expense	
Automobile Expense:Insurance	Expense	
Bank Service Charges	Expense	Bank account service fees, bad check charges and other bank fees
Business Licenses and Permits	Expense	Business licenses, permits, and other business-related fees
Computer and Internet Expenses	Expense	Computer supplies and repairs, online fees, and other computer or internet related expenses
Credit card charges	Expense	Credit card charges
Delivery, freight	Expense	Delivery, freight , courier, express fees
Depreciation Expense	Expense	Depreciation on equipment, buildings and improvements
Donation	Expense	Charitable donations
Dues and Subscriptions	Expense	Subscriptions and membership dues for civic, service, professional, trade organizations
Equipment rental/lease	Expense	Rental of equipment or equipment lease
Insurance Expense	Expense	Insurance expenses
Interest Expense	Expense	Interest payments on business loans, credit card balances, or other business debt
Job Materials/Purchases	Cost of Goods Sold	Costs of items purchased and then sold to customers
Meals and Entertainment	Expense	Business meals and entertainment expenses, including travel-related meals (may have limited deductibility)
Office Supplies	Expense	Office supplies expense
Outside services	Expense	
Payroll Expenses	Expense	Payroll expenses
Professional Fees	Expense	Payments to attorneys and other professionals for services rendered
Rent Expense	Expense	Office rent expense
Repairs and Maintenance	Expense	Incidental repairs and maintenance of business assets that do not add to the value or appreciably prolong its life
Royalty	Expense	
Subcontracts	Expense	
Supplies	Expense	
Telephone Expense	Expense	Telephone and long distance charges, faxing, and other fees Not equipment purchases
Travel Expense	Expense	Business-related travel expenses including airline tickets, taxi fares, hotel and other travel expenses
Uniforms	Expense	Uniforms for employees and contractors
Utilities	Expense	Water, electricity, hydro, garbage, and other basic utilities expenses
Worker's Comp Premiums - Labour	Expense	Worker's Compensation Insurance premiums for labourers and trades people
Ask My Accountant	Other Expense	Transactions to be discussed with accountant, consultant, or tax preparer