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*Listed below are some of the business expenses that occur most frequently.*

*It is your responsibility to obtain and keep all receipts.*

*Many of these can be deducted from business revenue.*

- Accounting and bookkeeping fees
- Advertising
- Bank charges and fees
- Bills of sale - finance contracts
- Credit card charges
- Customs and tolls
- Equipment rentals
- Insurance premiums
- Interest on loans and mortgages
- Lease agreements
- Legal fees
- License fees
- Meal receipts
- Maintenance receipts
- Name registrations
- Office supply receipts
- Parking
- Payroll
- Phone and cell bills
- Postage
- Printing
- Promotion
- Property taxes
- Rent - garage, office, storage, etc.
- Repair bills
- Subscriptions and publications
- Supplies
- Taxi receipts
- Travel
- Uniforms
- Utility bills
- Vehicle washes
- Worker Compensation premiums

*Not sure whether you should save a receipt? Save it anyway!*