

Statement of Business Activities

Do revenues & expenses include GST? _____



REVENUES

\$ _____ **Sales or services rendered**
(please indicate if any are included on T-slips)

\$ _____ **Other** (provide details) _____

\$ _____ **GST** (if not included in revenues)

EXPENSES / DÉPENSES

\$ _____ **Advertising and promotion** (include website, gifts, flowers, etc.)

\$ _____ **Meals and entertainment** (Include tickets to sporting and other entertainment events)

\$ _____ **Meals For staff**

\$ _____ **Insurance**

\$ _____ **Interest**

\$ _____ **Business taxes**

\$ _____ **Licenses and fees**

\$ _____ **Dues and subscriptions**

\$ _____ **Office supplies**

\$ _____ **Supplies**

\$ _____ **Professional fees** (Accounting and legal fees)

\$ _____ **Management and Administration fees**

\$ _____ **Rent**

\$ _____ **Repairs and maintenance** (to business assets)

\$ _____ **Salaries, wages and benefits**

\$ _____ **Property taxes**

\$ _____ **Travel** (please itemize travel meals separately)

\$ _____ **Telephone** (includes cellular, distance fees on personal phone, and costs related to business dedicated lines)

\$ _____ **Convention fees** (maximum of 2 per year)

\$ _____ **Private health care premiums**

\$ _____ **Bank charges** (on business bank accounts)

\$ _____ **Capital Asset purchase over \$500** (Tools, equipment, please provide details on separate schedule)

\$ _____ **Internet fees**

\$ _____ **Purchases** (Cost of goods sold)

\$ _____ **Other** (provide details)

\$ _____ **GST** (if not included in expenses)



AUTOMOBILE EXPENSES

Do automobile expenses include GST? _____

Year, model and make of automobile claimed: _____

_____ **Business Kilometers**

_____ **Total Kms driven during the tax year**

*** If no log book was maintained, please provide us with approximate percentage of vehicle use that was business related. ***

\$ _____ **Fuel & oil**

\$ _____ **Interest on car loan** (if applicable)

\$ _____ **Insurance** (Autopac)

\$ _____ **License and registration**

\$ _____ **Repairs and maintenance** (whether done by you or a mechanic or parts you bought yourself)

\$ _____ **Leasing** (if applicable)

\$ _____ **Car washes** (receipts generally not required)

\$ _____ **Parking** (receipts generally not required, deductible at 100%)

\$ _____ **Cost of new vehicle** (if bought during the year) (Please also provide details of sale of old car)

\$ _____ **GST** (if not included in expenses)

OFFICE IN THE HOME - BUSINESS EXPENSES

Do office in the home expenses include GST? _____

_____ **Square footage of office in the home**

_____ **Total square footage of home**

\$ _____ **Alarm monitoring**

\$ _____ **Insurance**

\$ _____ **Interest on mortgage**

\$ _____ **Property taxes**

\$ _____ **Rent**

\$ _____ **Repairs and maintenance** (including cleaning products, repairs to the house & yard)

\$ _____ **Utilities** (including hydro, gas, water and any other heating fuel including wood)

\$ _____ **GST** (if not included in expenses)