

# Statement of Business Activities

Do your revenues include GST?    **Yes**    **No**

Do your expenses include GST?    **Yes**    **No**

## REVENUES

\$                    **Sales or services rendered**  
\$                    **Other** (provide details)  
\$                    **GST** (if not included in revenues)

## EXPENSES

\$                    **Purchases** (cost of goods sold)  
\$                    **Advertising and promotion** (includes gifts, flowers, etc.)  
\$                    **Meals and entertainment** (100%) (remote work site and up to six business events per year)  
\$                    **Meals and entertainment** (50%) (all other meals and entertainment)  
\$                    **Insurance**  
\$                    **Bank charges and interest** (on business accounts and loans)  
\$                    **Business taxes, licenses & fees, and dues & subscriptions**  
\$                    **Supplies**  
\$                    **Professional fees** (accounting and legal fees)  
\$                    **Management and administration fees**  
\$                    **Rent**  
\$                    **Repairs and maintenance** (to business assets)  
\$                    **Salaries, wages and benefits** (including employer's contributions)  
\$                    **Property taxes**  
\$                    **Travel** (including transportation fees and accommodations)  
\$                    **Telephone** (includes cellular, all long distance fees on personal phone, and all costs related to business dedicated lines)  
\$                    **Convention fees** (maximum of 2 per year)  
\$                    **Private health care premiums**  
\$                    **Internet fees**  
\$                    **Other** (provide details)  
\$                    **GST** (if not included in expenses)

**CAPITAL ASSET PURCHASE OVER \$500** (tools, equipment, please provide details on separate schedule)

Description	Amount
	\$
	\$



## AUTOMOBILE EXPENSES

Do your automobile expenses include GST?      Yes      No

Year, model and make of automobile claimed:

### Business kilometers

#### Total kilometers 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 and oil**

\$      **Repairs and maintenance** (whether done by you or a mechanic)

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

\$      **Insurance** (Autopac)

\$      **License and registration**

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

\$      **Leasing** (if applicable)

\$      **Parking** (receipts generally not required)

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

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

## OFFICE IN THE HOME - BUSINESS EXPENSES

Does your office-in-the-home expenses include GST?      Yes      No

### Square footage of office in the home

#### Total square footage of home

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

\$      **Insurance**

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

\$      **Interest on mortgage**

\$      **Property taxes**

\$      **Rent**

\$      **Alarm monitoring**

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



**Accounting & Bookkeeping**  
SERVICES