

SUMMARY OF BUSINESS ACTIVITIES FOR THE YEAR _____ (1 OF 3)

Any notes or questions you may have regarding your business operation can be noted on a separate sheet.

NAME _____

SEPARATE GST ONLY IF YOU ARE GST REGISTERED

(otherwise include the GST in the amount)

INCOME	Amount	GST	Total
Sales, commissions or fees			
Other related income (specify) -			
-			
TOTALS			

EXPENSES	Amount	GST	Total
Purchases of goods sold			
Sub-contracts			
Advertising			
Bad debts			
Business tax, fees, licenses and dues			
Memberships and subscriptions			
Delivery and freight			
Fuel costs (except motor vehicle)			
Business insurance			
Interest (business loans only) and bank charges			
Maintenance and repairs			
Meals and entertainment (total _____ x 50%)			
Motor vehicle (see page 2)	XXXXXXXX	XXX	XXXXXXXX
Office supplies and expenses			
Supplies			
Legal, accounting and other professional fees			
Rent			
Wages and benefits			
Travel			
Telephone and utilities			
Other expenses (specify) -			
-			
-			
TOTALS			

SUMMARY OF BUSINESS ACTIVITIES FOR THE YEAR _____ (2 OF 3)

NAME _____

CALCULATION OF MOTOR VEHICLE EXPENSES

(if more than one vehicle was used, please provide a separate sheet for each vehicle)

Vehicle Year, Make, Model	
Total kilometers driven in year to earn income	
Total kilometers driven in year	

EXPENSES	Amount	GST	Total
Fuel and oil			
Interest (on vehicle loan)			
Insurance			
Licenses and registration			
Maintenance and repairs			
Leasing costs			
Other expenses (specify) -			
-			
-			
Totals			

NOTE - Do not include these amounts in the summary. They will be claimed separately when your return is processed.

DETAILS OF BUSINESS FIXED ASSET ADDITIONS DURING THE YEAR

Year and Description of Asset Acquired	Cost	GST	Total

DETAILS OF BUSINESS FIXED ASSET DISPOSALS DURING THE YEAR

Year and Description of Asset Disposed	Proceeds	GST	Total

SUMMARY OF BUSINESS ACTIVITIES FOR THE YEAR _____ (3 of 3)

NAME _____

CALCULATION OF BUSINESS USE OF HOME EXPENSES

	Amount	GST	Total
Heat			
Electricity			
Water and Sewer			
Telephone			
Insurance			
Maintenance			
Mortgage interest			
Property tax			
Other expenses (specify) -			
-			
-			
-			
-			
Totals *			

(a percentage of the total will be claimed based on the square footage below)

NOTE - *Do not include these amounts in the summary. They will be claimed separately when your return is processed.

To determine percentage of home expenses allowable – please provide:

total square footage of residence _____

total square footage of area used for business _____