

# Statement of Business Activities

ASHERN • BIRTLE • NOTRE-DAME-DE-LOURDES • OAK BLUFF • STEINBACH • WINNIPEG (ST. BONIFACE & ST. NORBERT)

Do your revenues include GST? \_\_\_\_\_

Do your expenses include GST? \_\_\_\_\_

## 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, accommodations and allowable part of meals)  
 \$ \_\_\_\_\_ 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? \_\_\_\_\_

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? \_\_\_\_\_

\_\_\_\_\_ **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)