

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)