



Statement of Business Activities

ASHERN • BIRTLE • NOTRE-DAME-DE-LOURDES • STEINBACH • STONEWALL • 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 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? _____

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)