

Statement of Business Activities

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

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)