

Statement of Business Activities

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
	\$
	\$

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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)

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