

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 (cellular, long-distance fees on personal phone, 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, etc. — please provide details on a 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 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**
- \$ **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 — also provide details of sale of old car)
- \$ **GST** (if not included in expenses)

OFFICE IN THE HOME — BUSINESS EXPENSES

Do your office-in-the-home expenses include GST?

☐ Yes ☐ No

Square footage of office in the home

Total square footage of home

- \$ **Utilities** (hydro, gas, water, and any other heating fuel including wood)
- \$ **Insurance**
- \$ **Repairs and maintenance** (including cleaning products, house and yard repairs)
- \$ **Interest on mortgage**
- \$ **Property taxes**
- \$ **Rent**
- \$ **Alarm monitoring**
- \$ **GST** (if not included in expenses)