

Statement of Business or Professional Activities Worksheet

Name of business or proprietor: _____ Year: _____

Income	Gross	HST	Net
Sales, commissions or fees		-	-
	-	-	-
Cost of goods sold			
Beginning inventory			-
Add: Purchases			-
Less: Ending inventory			-
	-	-	-
Expenses			
Advertising		-	-
Meals and entertainment		-	-
Bad debts			-
Insurance (other than vehicle)			-
Interest			-
Fees, licences, dues, memberships and subscriptions		-	-
Office Expenses			-
Supplies		-	-
Legal, accounting and other professional fees		-	-
Management and administration fees			-
Rent (other than home office)			-
Maintenance and repairs			-
Salaries, wages and benefits			-
Travel (other than motor vehicle)			-
Cell phone (business portion only) Cell @ 80%		-	-
Internet (business portion only)			-
Telephone and utilities			-
Delivery, freight and expenses			-
Parking			-
Motor vehicle expenses (page 2)		-	-
Home office (page 2)		-	-
Other: Education			-
CCA Car		-	-
			-
			-
Less: 50% of meals and entertainment	-	-	-
Subtotal	-	-	-
Total expenses	-	-	-
Net income	-	-	-

Motor Vehicle Expenses

Vehicle information

Year, make and model: _____

If new vehicle purchased or leased during the year attach copy of purchase or lease agreement.

Business KM driven in the year	A	
Total KM driven in the year	B	
Business portion	A/B	

Motor vehicle expenses	Gross	HST	Net
Fuel		-	-
Maintenance and repairs		-	-
Insurance		-	-
License		-	-
Vehicle loan interest		-	-
Vehicle lease cost			-
Other: _____			-
_____			-
_____			-
Total	-	-	-
Business portion from above			
Allowable motor vehicle expense	-	-	-

Home Office Expenses

Area of home used for business (sq. ft.)	C	
Total area of home (sq. ft.)	D	
Business portion	C/D	

	Gross	HST	Net
Heat		-	
Electricity		-	
Water			
Maintenance			-
Mortgage interest			-
Insurance			-
Property taxes			-
Other: _____			-
Total	-	-	-
Business portion from above			
Allowable home office expense	-	-	-

Capital Purchases

Description	Gross	HST	Net
			-
			-