

WORKSHEET FOR SMALL BUSINESSES

NAME _____ YEAR _____

Are you registered for HST? YES NO If Yes, HST Number: _____

SMALL BUSINESSES

INCOME	Amount not including HST	HST Received and paid	TOTAL including HST
SALES REVENUE, FEES. It is the taxpayer's responsibility to track & report all sources of income. This is the gross cash inflow from your clients or customers.			
COST OF MATERIALS			
SUBCONTRACTORS			
ADVERTISING			
MEALS & ENTERTAINMENT Total dollars spent taking clients or potential clients out to Lunch / Dinner. You must keep an accurate record of your receipts with the potential client's name on the back of the receipt.			
INSURANCE Insurance paid for your business only. This does not include home or auto or life insurance.			
INTEREST Only interest paid on business debt is allowed (not personal debt or mortgages).			
DUES, LICENSES, MEMBERSHIPS, SUBSCRIPTIONS			
OFFICE EXPENSES This is a catch all account and includes all miscellaneous expenses of the business which don't fit in any other category.			
OFFICE SUPPLIES			
ACCOUNTING & LEGAL FEES Total legal and accounting fees paid			
RENT/LEASING Rent paid for office or warehouse (not home office)			
SALARIES & BENEFITS If you paid more than \$750 to any one person you will have to issue T4s.			
PHONE/CELL Include long distance used for the BUSINESS and if you have a dedicated line include the rental charges. A portion of your cell phone is allowed.			
TRAVEL All travel expenses which are directly related to the business			
CAPITAL EXPENDITURES These are items that have a useful life of more than a year and cost more than \$250 (ie desks,computer etc)			



Brian Petersen
MBA, CPA, CMA, CFP
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WORKSHEET FOR SMALL BUSINESSES

AUTOMOBILE EXPENSES

	Amount
BUSINESS KILOMETRES This is the total number of kilometers you drove for business in the year.	
TOTAL KILOMETRES This is the total number of kilometers you drove in the year.	
GAS	
REPAIRS	
INSURANCE	
PARKING/407 ETR/AUTO CLUB	
PURCHASE PRICE OF AUTO AND DATE OF PURCHASE OR LEASE PAYMENT IS AUTO IS LEASED	

SMALL BUSINESSES FROM HOME OFFICE EXPENSES

Please note that if this your first year of operation you will have to prorate all home office expenses for the part of the year. Only claim from the month you started.

	Amount
SQUARE FOOTAGE USED FOR HOME OFFICE This is exclusively for your office space.	
TOTAL SQUARE FOOTAGE OF HOUSE This does not include the basement.	
HEAT Total for the year.	
ELECTRICITY Total for the year	
INSURANCE Total for the year	
MAINTENANCE Total for the year	
MORTGAGE INTEREST Total for the year	
PROPERTY TAXES Total for the year	



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