

Business Activity Worksheet

General Business Information			
Business Name			
Address			
Phone	Reporting Period	MM / DD / YYYY To	MM / DD / YYYY
HST Number	Filing Frequency	Monthly	Quarterly Annual
Business Income			
Type of Sales	Sales Amount	HST Collected	
	\$	\$	
	\$	\$	
	\$	\$	
Expenses			
Operating Expenses			
Type of Expense	Expense Amount	HST Paid	
Advertising - Includes Client Gifts	\$	\$	
Meals & Entertainment - Meals with Clients (50% deductible)	\$	\$	
Bad Debts – Unpaid Invoices already included in income – previous or current period	\$	\$	
Business Insurance – Liability, Commercial, etc. (exclude home and auto)	\$	\$	
Interest & Bank Charges	\$	\$	
Business Fees, Licences, Dues, Memberships & Subscriptions	\$	\$	
Office Expenses – Stationary, Office Supplies, etc.	\$	\$	
Materials & Supplies	\$	\$	
Legal, Accounting & Other Professional Fees	\$	\$	
Management & Administration Fees	\$	\$	
Rent (Please Specify) – Outside of your home.	\$	\$	
Maintenance & Repairs (Equipment)	\$	\$	
Travel, Hotels & Accommodations – Includes, Flights & Taxis.	\$	\$	
Telephone & Internet	\$	\$	
Fuel Costs (Except for Motor Vehicles)	\$	\$	
Delivery & Freight	\$	\$	
Other	\$	\$	
Other	\$	\$	
Other	\$	\$	
Other	\$	\$	
Other	\$	\$	
Other	\$	\$	
Motor vehicle Expenses			
Percentage of Vehicle Expenses to Claim			%
The CRA indicates that the taxpayer is to keep a vehicle log book			
Motor Vehicle Expense	Expense Amount	HST Paid	
Fuel	\$	\$	
Repairs & Maintenance	\$	\$	
Insurance	\$	\$	
Licence & Registration	\$	\$	
Interest	\$	\$	
Lease Payments – Please indicate start date and price of vehicle	\$	\$	
Car Washes	\$	\$	
Parking – Parking tickets are not deductible	\$	\$	
Vehicle Purchases – Please include in Capital Purchases on the other side of this worksheet.			

