## **Business Activity Worksheet**

General Busin	ess Information		
Business Name			
Address			
Phone	Reporting Period	MM / DD / YYYY T	o MM / DD / YYYY
HST Number	Filing Frequency		terly Annual
Business Income			
Type of Sales		Sales Amount	HST Collected
The second	\$		\$
	\$		\$
	\$		\$
Fxn	enses		<b>*</b>
	g Expenses		
Type of Expense		xpense Amount	HST Paid
Advertising - Includes Client Gifts	\$	Aperioe / Illiount	\$
Meals & Entertainment - Meals with Clients (50% deductible)	\$		\$
Bad Debts – Unpaid Invoices already included in income – previous or cur	·		\$
Business Insurance – Liability, Commercial, etc. (exclude home a			\$
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	\$		\$
Motor veh	icle Expenses		
Percentage of Vehicle Expenses to Claim The CRA indicates that the taxpayer is to keep a vehicle log book	(		%
Motor Vehicle Expense		xpense 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 o	ther side of this work	sheet.	

## **Capital Purchases** Capital Purchases are generally large or costly items that are depreciated over a number of years. HST registered businesses claim the entire amount of HST during the reporting period. Capital Purchase – Please Specify Purchase **HST Paid Expense Amount** Example: Honda Generator \$ 820.00 \$ 106.60 Example: 2014 GMC Sierra \$ 22,000.00 \$ 2,860.00 \$ \$ \$ \$ \$ \$ **Business Use of Home Expenses** Are of Home used for Business Purposes **Square Feet** Total Area of Home Square Feet **Business Use of Home Expense Expense Amount Business Use of Home Expense Expense Amount** Heat Maintenance \$ \$ \$ Electricity Mortgage Interest \$ \$ Water / Sewer **Property Tax** \$ \$ Insurance Inventory Inventory is used to determine the actual Cost of Goods Sold - Specify Stock Type at Reporting Period / Year End. An Inventory is not always necessary depending on your type of business Value **Stock Type** Quantity \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ **Disposals** Did you dispose of any Vehicles or Equipment Previously or Currently included in Capital Purchases? **Proceeds of Disposal HST Collected** Item \$ \$ \$ \$

