

Clinique de finance sociale

ICRC / CCBI

Social Finance Clinic

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1. Office Expenses

Regardless of where you work (home office, rented space, or even co-working spaces), you can claim the following office-related expenses:

- ☐ **Home Office Expenses** (if applicable):
 - ☐ Portion of your **rent** or **mortgage interest**
 - ☐ **Utilities** (electricity, water, gas)
 - ☐ **Property taxes** (if applicable)
 - ☐ **Home office maintenance and reparation** (including cleaning supplies)
- ☐ **Office Supplies;**
 - ☐ **Paper, pens, staplers**, etc.
 - ☐ **Software subscriptions** (e.g., Microsoft Office, design tools, accounting software)
- ☐ **Depreciation** on office furniture or equipment (capital cost allowance)
- ☐ **Furniture and Equipment:**
 - ☐ **Desks, chairs, filing cabinets**
 - ☐ **Computers, printers, phone systems**
 - ☐ **Office organization tools** (e.g., whiteboards, bookshelves)

2. Professional Services

When you need help with your business operations, these costs can be claimed:

- ☐ **Accounting and bookkeeping services**
- ☐ **Legal fees** related to business activities (contracts, legal advice, etc.)
- ☐ **Consulting fees** (if you hire specialists for specific projects)
- ☐ **Business coaching or mentoring fees**
- ☐ **Contractors or subcontractors** (if you hire others for work)

3. Marketing and Advertising

When building your brand or attract clients, you can claim these marketing-related costs:

- ☐ **Website design and maintenance**
- ☐ **Domain registration and hosting fees**
- ☐ **Social media advertising** (e.g., Google Ads, Facebook ads)
- ☐ **Business cards and promotional materials**
- ☐ **Trade show or conference registration fees**

- ☐ **Email marketing software** (e.g., MailChimp, Constant Contact)
- ☐ **Branding and graphic design services**

4. Travel and Vehicle Expenses

Business-related travel is fully deductible, including:

- ☐ **Business travel** (airfare, hotel, meals while traveling for business)
- ☐ **Taxi, Uber, or public transit** for business-related travel
- ☐ **Vehicle expenses** (fuel, maintenance, insurance, repairs, parking, tolls) *Note:* You must have a mileage register as only the business portion in relation to the entirety of your vehicle expenses can be claimed.

5. Professional Development and Education

These expenses help maintain or enhance your skills:

- ☐ **Courses, seminars, and workshops** related to your business field
- ☐ **Books and trade publications** relevant to your business
- ☐ **Certifications** or professional licenses (if applicable)
- ☐ **Conferences and training sessions** (both in-person and virtual)

6. Insurance

Protecting your business with insurance is another deductible expense:

- ☐ **Business insurance** (general liability, professional indemnity, etc.)
- ☐ **Health and dental premiums** (if privately paying for yourself or your employees)
- ☐ **Property insurance** (if renting office space)

7. Meals and Entertainment

For client-related meals or entertainment, you can typically claim **50%** of the costs:

- ☐ **Client meals** and business-related meals
- ☐ **Entertainment for clients** (e.g., taking clients out to events, shows, etc.)
- ☐ **Catering for meetings or events**
- ☐ **Food and beverage costs** associated with business conferences or events

8. Interest and Bank Charges

These financial-related expenses are deductible:

- ☐ **Interest on business loans** or business lines of credit
- ☐ **Business credit card interest**
- ☐ **Bank fees** (e.g., transaction fees, service charges)

9. Telecommunications Expenses

If you use your phone or internet for business, you can claim:

- ☐ **Cell phone and internet fees** (for business purposes)
- ☐ **Landline phone** (for business calls)

10. Depreciation (Capital Cost Allowance – CCA)

For assets that last over several years, you can claim depreciation on:

- ☐ **Computers, software, office furniture**, and other equipment used in the business
- ☐ **Vehicles** (if used for business purposes)

11. Subscriptions and Memberships

Professional subscriptions or memberships can be claimed:

- ☐ **Professional association membership fees** (e.g., consulting societies, business networks)
- ☐ **Industry-specific databases** (e.g., LinkedIn Premium, trade-specific research tools)

12. Miscellaneous Expenses

These smaller but important expenses are also deductible:

- ☐ **Postage and courier fees** for business-related mail
- ☐ **Bank charges** related to business transactions
- ☐ **Membership fees** for business associations (e.g., Chamber of Commerce)
- ☐ **Software tools** for project management, accounting, or communication (e.g., QuickBooks, Trello, Zoom)
- ☐ **Shipping costs** for business-related products or materials
- ☐ **Legal or regulatory compliance costs** (e.g., licensing fees)

13. Salaries and Wages

If you have employees or contractors, these expenses can be deducted:

- ☐ **Salaries and wages** paid to employees or independent contractors
- ☐ **Benefits** (e.g., health plans, retirement plans for employees)
- ☐ **Payroll taxes** (if applicable)

14. Bad Debts

If you have unpaid invoices that you consider uncollectible, you may be able to write them off as **bad debts**.

15. Inventory and Supplies (For Product-Based Businesses)

If you sell physical goods, inventory-related expenses are also deductible:

- ☐ **Inventory purchases** (materials or goods sold during the year)
- ☐ **Storage and warehousing costs**
- ☐ **Packaging and shipping costs**

16. Tools and Equipment (For Skilled Trades or Product-Based Businesses)

If you use tools or equipment to perform your work, these expenses may be deductible:

- ☐ **Tools, machinery, or specialized equipment** (e.g., for construction, design, or manufacturing)
- ☐ **Repairs and maintenance** for tools or equipment used in business
- ☐ **Depreciation** on tools and equipment over time