

SECTION A**If you remit GST to CRA, DO NOT include GST in this Section**Provide **YEARLY TOTALS** only

Tax year	
Business Name (If different than your personal name)	
Nature of business	Childcare
GST# (if applicable)	
Your share (%) of the business	
Income	
Sales (No GST)	\$
GST charged on sales (If applicable)	
Operating Expenses	
Subcontracts	\$
Advertising	\$
Meals to entertain clients (This is separate from food for daycare)	\$
Bad debts (If included as income in the current or any previous year)	\$
Insurance (Business portion only)	\$
Interest paid on business loan (Do not include principal portion)	\$
Business taxes, licences and memberships	\$
Office Expenses (daycare cleaning, business cards/cheques, field trip costs, gifts to clients/staff, etc)	\$
Food – 100% for business	\$
Food shared with business and household	\$
% of shared food used for business	
Office & Childcare supplies (disposable items such as pens, paper, toner, staples diapers, teething rings, etc)	\$
Professional fees (Legal, accounting, tax prep, etc)	\$
Management and administrative fees	\$
Rent (Storage or charges for a separate rental place to run your business)	\$
Maintenance & Repairs (Specific to daycare only, Do not include home maintenance, see Section C)	\$
Salaries, wages and benefits paid to employees (including employer's contributions)	\$
Property taxes (Do not include home property taxes, see Section C)	\$
Travel	\$
Business Telephone (Only if separate line from personal phone)	\$
Cell Phone	\$
% of cell used for business	
Internet	\$
% of internet used for business	
Business Utilities (If renting a separate place to run your business)	\$
Operating Fuel Costs (For vehicle fuel, see Section B)	\$
Delivery, courier, freight	\$
Bank service charges for business account	\$
Private Health Care Premiums	\$
Other expenses (List separately on Page 2)	