

## Statement of Business Activities Yearly totals for the Tax Year 2 \_ \_ \_ \_

<b>SECTION A</b>	
<b>DO NOT include GST in Section A if you have a GST # and remit GST to CRA</b>	
<b>PLEASE PROVIDE YEARLY TOTALS. Do not reduce amounts if only a percentage claimed. This will be determined by us from the percentage of business use provided.</b>	
Your share (%) of the business	
Nature of your business	
<b>INCOME</b>	
Sales	\$
GST ( <b>ONLY</b> if included in sales <b>AND</b> you remit GST to CRA)	\$
Materials (if applicable)	\$
Subcontracts	\$
<b>Operating Expenses</b>	
Advertising	\$
Bad Debts	\$
Delivery, Freight	\$
Fuel Costs ( <b>not motor vehicle</b> )	\$
Insurance	\$
Interest paid ( <b>do not include principal portion</b> )	\$
Maintenance & Repairs	\$
Management and administrative fees	\$
Meals for business entertaining	\$
Office Expenses (photocopying, office cleaning, business cards, faxing, etc)	\$
Office Supplies (pens, paper, toner, staples, etc)	\$
Shop supplies (nuts, bolts, washers, etc)	\$
Legal and accounting fees	\$
Property taxes ( <b>excluding home property taxes</b> )	\$
Rent (storage or if renting a place to run your business)	\$
Salaries, wages and benefits	\$
Travel	\$
Business Telephone (Only if separate line from personal phone)	\$
Smart Features for home phone related to business ( <b>Enter % used for business: _____</b> ) but provide total dollar amount	\$
Cell Phone ( <b>Enter % used for business: _____</b> ) but provide total dollar amount	\$
Internet ( <b>Enter % used for business: _____</b> ) but provide total dollar amount	\$
Business Utilities (if renting a place to run your business)	\$
Bank service charges	\$
Business cheques	\$
Private Health Care Premiums	\$
<b>Other expenses</b> (please list separately)	\$


<b>Section B</b>	
<b>Automobile Expenses</b> Auto used for business <b>PLEASE PROVIDE YEARLY TOTALS ONLY</b>	
Year/Make/Model ( <b>ONLY</b> required if vehicle purchased in the current tax year)	
Date of purchase ( <b>ONLY</b> required if vehicle purchased in the current tax year)	
Purchase price of vehicle ( <b>ONLY</b> required if vehicle purchased in the current tax year)	\$
Value of vehicle at the beginning of the year ( <b>ONLY</b> required if vehicle purchased prior to current tax year <b>AND</b> 1 <sup>st</sup> year using for business)	\$
<b>Automobile expenses</b>	
Total Kilometres driven in the year ( <b>business and pleasure</b> )	
Total business Kilometres driven in the year ( <b>business only</b> )	
Gas & Oil	\$
Repairs & Maintenance	\$
Insurance	\$
Licence	\$
Loan Interest for the year ( <b>do not include principle portion or monthly payments</b> )	\$
Lease payments for the year ( <b>not monthly payments</b> )	\$
Air Care	\$
BCAA ( <b>Portion related to this vehicle only – not Travel Gold</b> )	\$
Driver's Licence Renewal	\$
<b>Other</b> (Please list separately)	\$

<b>SECTION C</b>	
<b>Home Expenses</b> <b>Portion of home used as office</b>	
<b>PLEASE PROVIDE YEARLY TOTALS. Do not reduce amounts if only a percentage claimed. This will be determined by us from the square footage of the home and office provided to us.</b>	
Square footage of home	
Square footage of office in home	
Mortgage interest portion ( <b>Do not include principle</b> )	\$
Property taxes	\$
Insurance	\$
Terasen	\$
Hydro	\$
Rent	\$
Home Maintenance & Repair ( <b>Do not include renovations</b> )	\$
Alarm Monitoring	\$
Strata fees	\$
<b>Other</b> (Please list separately)	\$

**DO NOT include** Non Capital items such as pens, pencils, papers, toner, cleaning supplies, office supplies, shop supplies, purchases for resale. *Non capital items are incurred regularly and provide a short term advantage.*

**SECTION D**

**DO NOT include GST in Section D if you have a GST # and remit GST to CRA**

**Please provide full amount paid for assets and note percentage used for personal use, if applicable**

**Capital expenditures UNDER \$500.00**

**Do not include supplies or purchases for resale**

Capital purchases are ASSETS that provide advantages that last several years

**Examples:** Calculator, Printer, Telephone, Computer, Cell Phone, iPad, Furniture, Tools, Jewelry, Software, Equipment, Fax Machine, Stapler, etc.

Date Acquired (yy/mm/dd)	Description of item	Amount	% Used for Personal
		\$	
		\$	
		\$	
		\$	
		\$	
		\$	
		\$	
		\$	
		\$	
		\$	
		\$	
		\$	
		\$	
		\$	
		\$	
		\$	
		\$	
		\$	
		\$	
		\$	
		\$	
		\$	
<b>TOTAL for all items</b>		<b>\$</b>	

**DO NOT include** non capital items such as pens, pencils, papers, toner, cleaning supplies, office supplies, shop supplies, purchases for resale. *Non capital items are incurred regularly and provide a short term advantage.*

**SECTION E**

**DO NOT include GST in Section E if you have a GST # and remit GST to CRA**

**Please provide full amount paid for assets and note percentage used for personal use, if applicable**

**Capital expenditures OVER \$500.00**  
**Do not include supplies or purchases for resale**

Capital purchases are ASSETS that provide advantages that last several years

**Examples:** Computer, Printer, Cell Phone, Telephone, iPad, Furniture, Tools, Software, Equipment, Jewelry, etc.

Date Acquired (yy/mm/dd)	Description of item	Amount	% Used for Personal
		\$	
		\$	
		\$	
		\$	
		\$	
		\$	
		\$	
		\$	
		\$	
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