## Statement of Business Activities

## Personal Information:

Name:
Business Name:
Business Number:
Business Address:
Partnership \%:

## A. Income:

Total Sales, Commissions, Revenues, etc.
Minus (PST \& GST if included in sales):
Total Income:

## B. Calculation of Cost of Goods Sold:

a. Opening Inventory:
b. Purchases during year:
c. Closing Inventory:

Total COGS (A + B - C):
C. Expenses (Business Expenses only):

Employee Salaries, Wages, Benefits:
Advertising (Gifts, Business Cards, etc.):
Delivery Freight (Mail, Shipping Fees, etc.):
Business Insurance:
Interest on Business Loans:
Maintenance and repairs:
Meals \& Entertainement (Full Amount):
Office Expenses (Paper, Printer, etc.):
Other Supplies:
Professional Fees (Lawyer, Accountant, etc.)
Membership Fees (Costoo, Profession dues, etc.)
Travel (Meals, Hotels, Parking, etc.):
Telephone and Utilities (Cellphone, Internet):
Rent or Leases (Business-only location):
Property Taxes (Business-only location):
Other (Please Describe):
D. Business-use-of-home expenses:
a. Total number of rooms or squarefootage in home: $\qquad$
(Exclude Kitchen, Lavatory, Basement)
b. Squarefootage or Number of rooms of workspace: $\qquad$ (Ex. 150 or 1)
(Used only for business)
Percentage of business portion (B/A): $\qquad$ (Ex. $8.3 \%$ or $16.7 \%$ )
(Choose higher percentage)
Heat (Gas/Wood/ Oil):
Electricity (Hydro):
Insurance (Home):
Maintenance (Paint, Snow, Lawn, etc.):
Property Tax:
Mortgage Interest:
Other Expenses (Phone, Water, etc.):

## Total use-of-home Expenses:

## E. Motor Vehicle expenses:

Total Kilometres Driven in Taxation Year:
Kilometres Driven to earn income:
Percentage of Business Proportion (B/A):
Fuel and Oil:
Interest or Lease Expenses:
Insurance:
Licence and registration fees:
Maintenance and repairs:
Other Expenses (Car Wash, etc.)

Total Motor Vehicle Expenses:
F. Calculation of capital cost allowance:

Purchase of any major equipement over \$1,000 (Buy/Sell Vehicles, Laptop, Desk, etc.)

| Item | UCC Start of <br> Year | Cost of <br> Additions | Proceeds of <br> Disposition | Balance | Rate | CCA for Year | UCC End of <br> Year |
| :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: |
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