

## **Statement of Business Activities**



Personal Information:					
Name:					
Business Name:					
Business Number:					
Business Address:					
Partnership %:					
Income:					
Total Sales, Commissions, Revenues, etc.					
Minus (PST & GST if included in sales):					
Total Income:					
Total Income:					
Calculation of Cost of Goods Sold:					
a. Opening Inventory:					
b. Purchases during year:					
c. Closing Inventory:					
Total COGS (A + B - C):					
Expenses (Business Expenses only):					
Advertising (Gifts, Business Cards, etc.):					
Meals & Entertainement (Full Amount):					
Business Insurance:					
Interest on Business Loans:					
Business Licensing, Dues, Membership Fees (etc.)					
Membership Fees (Costco, Profession dues, etc.)					
Office Expenses (Paper, Printer, etc.):					
Other Supplies:					
Professional Fees (Lawyer, Accountant, etc.)					
Rent or Leases (Business-only location):					
Maintenance and repairs:					
Employee Salaries, Wages, Benefits:					
Property Taxes (Business-only location):					
Travel (Meals, Hotels, Parking, etc.):					
Telephone and Utilities (Cellphone, Internet):					
Delivery Freight (Mail, Shipping Fees, etc.):					
Other (Please Describe):					
Total Business Expenses:					

Business-u	ise-of-hom	e expenses								
a	a. Total numb	er of rooms of (Exclude Kitchen						(Ex. 1800 or 6)		
b	o. Squarefoot	age or Number (Used only for bu		workspace:				(Ex. 150 or 1)		
	Percentage of business portion (B / A): (Choose higher percentage)							(Ex. 8.3% or 16.1%)		
	Heat (Gas/Wood/Oil):									
	Electricity	,								
	Insurance (	_								
		ce (Paint, Snov	w, Lawn, etc.)	:						
	Mortgage I							<u></u>		
	Property Tax:									
	Other Expe	nses (Phone, V	Water, etc.):							
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		^* = =								
	Total use-	of-home Ex	penses:							
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 Expe	nses (Car Was	h, etc.)							
	Total Mot	or Vehicle E	xpenses:							
			-P							
Calculation	of canital	cost allow	ance.							
Cuicuitic	Calculation of capital cost allowance:									
	Purchase of any major equipement over \$1,000 (Buy/Sell Vehicles, Laptop, Desk, etc.)									
Ite	m	UCC Start of Year	Cost of Additions	Proceeds of Disposition	Balance	Rate	CCA for Year	UCC End of Year		