



KGR BOOKKEEPING SERVICES

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Statement of Business Activities

BUSINESS INFORMATION

Business Name

Business Address

Postal Code

City

Province

Business Number

Business Fiscal Period

to

Type of Business Activity: General Business

Commission

Main Product or Service

Industry Code (see Appendix in Guide T4002 on CRA website)

Name of Owner(s)

Percentage of Partnership

Was this your last year of business? Yes

No

If applicable:

Tax Shelter Identification Number

Partnership Business Number

INTERNET BUSINESS ACTIVITIES

Did your website/page generate any business or professional income?

Yes

No

If yes: How many business websites/web pages?

Percentage of gross income generated from website/web page:

List websites/web pages URL(s):

INCOME/REVENUE

Gross sales, commissions or fees (include GST/HST collected/collectible)

Professional Fees, including Work In Progress (include GST/HST collected/collectible)

Misc. Income, provide details:

GST/HST, provincial sales tax, returns, allowances, discounts, GST/HST adjustments (if excluded)

COST OF GOODS SOLD

Opening Inventory

Purchases during Year (net returns, allowances, discounts)

Direct Wage Cost

Subcontracts

Other Costs

Closing Inventory

EXPENSES

Advertising & Promotions

Bad Debts (uncollectible sales)

Business Taxes, Licenses, Fees, and Subscriptions

Convention Fees (max 2 per year)

Delivery, Freight, Postage

Fuel Costs (except for motor vehicle)

Insurance (not including vehicle insurance)

Interest and Bank Charges (on business accounts)

Management & Administration Fees

Meals & Entertainment- expenses qualifying for 50% deduction

Meals & Entertainment- expenses qualifying for 100% deduction

Meals & Entertainment- non-deductible expenses

Office Expenses (i.e. equipment rental)

Office Stationary & Supplies

Private Health Care (registered under business)

Professional Fees

Property Taxes

Rent

Repairs & Maintenance (to business assets)

Salaries, Wages, Subcontracts & Benefits (company portion of CPP & EI)

Supplies

Telephone & Internet Fees (including cell phones, long distance fees on person phones for business related calls & all costs related to business dedicated lines) Total % of Business Use
Travel (non-automobile related)
Utilities
Misc. Expenses, details:
GST/HST (if excluded)

OTHER EXPENSES

Automobile & Office-In-Home Expenses [**Complete Automobile & Office-In-Home Expenses](#) form

Capital Asset Purchases over \$500 (i.e. tools, equipment, etc.) & Eligible Capital Property (i.e. goodwill, trademarks, patents, etc.) [**Complete Capital Asset & Eligible Capital Property Schedule](#) form

DETAILS OF EQUITY

Total Business Liabilities
Drawings in the current year
Capital Contributions in the current year

Details of Partners, if applicable:

<u>Name</u>	<u>Address</u>	<u>City</u>	<u>Province</u>	<u>Postal Code</u>
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