

STATEMENT OF BUSINESS ACTIVITIES
 FOR THE YEAR _____
 (Receipts to be available if requested)

Please check if applicable:
 ___ Amounts include GST
 ___ Amounts are net of GST

Sales	
Products purchased for resale	
Expenses	
Advertising	
Bad debts	
Business tax, fees, licences, dues	
Delivery, freight	
Fuel costs (auto costs below)	
Insurance (home and auto insurance below)	
Interest (do not include principle portion, home and auto interest below)	
Maintenance and repairs	
Management and administrative fees	
Meals and entertainment	
Motor vehicle expenses (or give information below)	
Office expenses	
Supplies	
Legal, accounting	
Rent	
Salaries, wages and benefits	
Travel	
Telephone and utilities	
Other expenses (please state)	
Total expenses:	
Net Income:	

Amount of inventory at year end	_____
Any equipment, office furniture, or other capital assets purchased? (Receipts required for amounts over \$1,000 each)	_____

<u>PERSONALLY OWNED AUTO USED FOR BUSINESS (have mileage log and receipts available)</u>			
Year/Make/Model	_____	Insurance	_____
Total KM for year	_____	Licence	_____
Business KM for year	_____	Loan interest per year	_____
Gas & oil	_____	(do not include principle portion)	
Repairs and maintenance	_____	Lease payments	_____
		Other	_____

<u>USE OF HOME AS OFFICE (only if you have no business location - have receipts available)</u>			
Square feet of office	_____	Insurance	_____
Square feet of home	_____	Utilities	_____
Mortgage interest portion	_____	Repairs	_____
Property taxes	_____	Other (rent)	_____