



Stanley Young Business Strategies
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Statement of Business Activities

Business Name: _____ Business Number: _____

Business Address: _____

Main Product or Service: _____ Industry code: _____

Does your business generate income from web pages? _____

If yes what percentage of your total income is generated from the internet _____

Provide up to five main web pages or website address (URL) _____

Do your revenues include GST? _____

Do your expenses include GST? _____

REVENUES

\$ _____ Sales or services rendered

COST OF GOODS SOLD

\$ _____ Total Cost of Goods Sold = { \$ _____ Opening Inventory
\$ _____ (Add) Purchases during the year
\$ _____ (Less) Closing Inventory

EXPENSES

\$ _____ Advertising & promotions (includes gifts, flowers, etc)

\$ _____ Meals & Entertainment (NB Although only 50% is deductible enter in 100% on this line)

\$ _____ Bad Debts

\$ _____ Insurance (not health)

\$ _____ Interest

\$ _____ Business Taxes, Licences and Memberships

\$ _____ Office Expenses

\$ _____ Office stationery and supplies

\$ _____ Professional fees (Including legal & accounting)

\$ _____ Management & Administration fees

\$ _____ Rent

\$ _____ Repairs & Maintenance

\$ _____ Salaries, wages & benefits (including employer's contributions)

\$ _____ Property taxes

\$ _____ Travel expenses

\$ _____ Utilities

\$ _____ Fuel costs (Except for motor vehicles)

\$ _____ Delivery, freight, and express

\$ _____ Convention fees

\$ _____ Private health services plan premiums

CAPITAL ASSET PURCHASES OVER \$500 (tools, equipment, please provide details on separate schedule)

Description	Amount
_____	\$ _____
_____	\$ _____

AUTOMOBILE EXPENSES

NB: Per CRA rules a full log book must be maintained

Year, model and make of automobile claimed: _____

_____ Business Kilometers
_____ Total Kilometers driven during the tax year

****if no long book was maintained, please provide us with approximate percentage of vehicle use that was business related****

- \$ _____ Fuel and oil
- \$ _____ Repairs and maintenance (whether done by you or a mechanic)
- \$ _____ Car Washes
- \$ _____ Insurance (Autopac)
- \$ _____ License & Registration
- \$ _____ Interest on car loan
- \$ _____ Leasing (if applicable)
- \$ _____ Parking
- \$ _____ Cost of new vehicle (if bought during the year, and also provide details of sale of old car)

OFFICE IN THE HOME – BUSINESS EXPENSES

_____ Square footage of office in the home
_____ Total square footage of the home

- \$ _____ Heat & Electricity (Hydro, Gas and any other heating fuel including wood)
- \$ _____ Water
- \$ _____ Insurance
- \$ _____ Repairs & Maintenance (including cleaning products, repairs to the house and yard)
- \$ _____ Interest on mortgage
- \$ _____ Property taxes
- \$ _____ Rent
- \$ _____ Alarm monitoring