

BUSINESS AND PROFESSIONAL ACTIVITIES

- Gross revenues (including commissions & bonuses) _____
- Advertising _____
- Bad debts _____
- Membership/licence fees _____
- Professional dues _____
- Commissions paid _____
- Delivery & freight paid _____
- Business insurance _____
- Bank charges & interest _____
- Repairs & maintenance _____
- Management & administration fees _____
- Meals expense _____
- Entertainment expense _____
- Office expense _____
- Supplies _____
- Accounting fees _____
- Legal fees _____
- Equipment rental/lease fees _____
- Salaries & wages _____
- Telephone expense _____
- Travel expense _____
- Occupancy costs (rent, property taxes, insurance, etc. – if not using home for business)

- Convention and training expense _____
- Other expense _____

VEHICLE EXPENSES

- Total kilometres travelled _____
- Total kilometres travelled for business _____
- Gas _____
- Repairs & maintenance _____
- CAA _____
- Insurance _____
- Licence & registration _____
- Parking _____
- Lease payments _____
- Interest on vehicle loan _____
- If a purchased vehicle, include cost, year and make _____

HOME OFFICE EXPENSE

- % of business use (Square footage of home office) _____
- % of business use (Total square footage of home) _____
- Heat _____
- Electricity _____
- Insurance _____
- Repairs & maintenance _____
- Mortgage interest _____
- Property taxes _____
- Telephone _____
- Other expenses _____

EQUIPMENT PURCHASES IN THE YEAR

- Detail of item _____
- Total cost _____
- Date purchased _____
- Approximate business use _____

RENTAL ACTIVITIES

- Rental address _____
- Rental period _____
- Name, SIN and % of any partners _____

- Personal use % _____
- Rental income _____
- Repairs & maintenance _____
- Management/administration/condo fees _____
- Office expense _____
- Professional fees _____
- Property taxes _____
- Salaries _____
- Travel expense _____
- Utilities _____
- Gardening _____
- Snow removal _____
- Other expenses _____