



SMALL BUSINESS WORKSHEET

****GST REGISTERED****

IF YOU REGISTERED FOR THE QUICK METHOD OF GST DO NOT SEPARATE GST

Use this worksheet to take *advantage* of tax write offs

Admin Advantage Tel: 780.907.8412 adminadvantage.ca

YOUR NAME: _____

BUSINESS NAME: _____

BUSINESS ADDRESS: _____

IF NEW BUSINESS, DATE STARTED: _____ BUSINESS NUMBER: _____

MAIN PRODUCT OR SERVICE: _____

GROSS INCOME (*excludes GST*) _____ **GST COLLECTED** _____

EXPENSES

GROSS

GST PAID

(*excludes GST*)

ADVERTISING	_____	_____
MEALS & ENTERTAINMENT @ 100%	_____	_____
BUSINESS INSURANCE	_____	_____
INTERST AND BANK CHARGES	_____	_____
BUSINESS TAXES, LICENSES AND MEMBERSHIPS	_____	_____
OFFICE EXPENSE	_____	_____
SUPPLIES	_____	_____
TELEPHONE / INTERNET	_____	_____
TRAVEL / CONVENTIONS	_____	_____
ACCOUNTING / LEGAL FEES	_____	_____
REPAIRS AND MAINTENANCE	_____	_____
RENT	_____	_____
UTILITIES	_____	_____
DELIVERY/FREIGHT	_____	_____
FUEL COSTS (except for motor vehicles)	_____	_____
SALARIES, WAGES AND BENEFITS (including employer's contributions)	_____	_____
SUB CONTRACTORS	_____	_____
OTHER	_____	_____

INVENTORY (*only applicable for businesses that carry stock for re sale*):

OPENING INVENTORY	_____	_____
PURCHASES DURING THE YEAR	_____	_____
CLOSING INVENTORY	_____	_____

YOUR NAME: _____

MOTOR VEHICLE EXPENSES

MAKE/MODEL/YEAR _____

KMS FOR BUSINESS USE _____ TOTAL KMS DRIVEN IN YEAR _____

FUEL _____ GST PAID _____

INSURANCE _____

R&M _____ GST PAID _____

PARKING _____

INTEREST PAYMENTS _____

(VEHICLE PURCHASED DURING THE YEAR – SEE CAPITAL EXPENDITURES BELOW)

HOME OFFICE EXPENSES

SIZE OF OFFICE IN SQ FEET _____ TOTAL SIZE OF HOUSE IN SQ FEET _____

MORTGAGE INTEREST OR RENT _____

HYDRO _____ GST PAID _____

PROPERTY TAX _____

INTERNET/CABLE _____ GST PAID _____

INSURANCE _____

R&M _____ GST PAID _____

CAPITAL EXPENDITURES AND OR CAPITAL DISPOSALS

CAPITAL EXPNEDITURES ARE GENERALLY FOR ITEMS THAT WILL LAST OVER ONE YEAR, AND OR OVER \$500. IE A NEW VEHICLE, A NEW COMPUTER, OFFICE FURNITURE. CAPITAL DISPOSALS ARE WHEN THESE ITEMS ARE SOLD.

Please note this is not an exhaustive list. These are the most common small business expenses.