



SMALL BUSINESS WORKSHEET

NON GST REGISTERED

Use this worksheet to take *advantage* of tax deductions

Tel: 780.907.8412 adminadvantage.ca

YOUR NAME: _____

BUSINESS NAME: _____

BUSINESS ADDRESS: _____

IF NEW BUSINESS, DATE STARTED: _____ BUSINESS NUMBER (if applicable): _____

MAIN PRODUCT OR SERVICE: _____

GROSS INCOME _____

EXPENSES

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 _____

INSURANCE _____

REPAIR & Maint _____

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 _____

HEAT _____ ELECTRICITY _____

PROPERTY TAX _____ WATER/GARBAGE _____

INTERNET _____

INSURANCE _____

REPAIRS/Maint _____ CONDO FEES _____

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.