



Business Worksheet

Business Name _____

GST Registrant: Y BN# _____

N

Income (business/professional: \$ (Excluded GST))

Business nature: _____

Income (included in T4A) _____

Income (not included in T4A) _____

Total _____

Cost of goods sold:

Opening inventory _____

Closing inventory _____

Inventory purchases _____

Direct Materials _____

Subcontract payments _____

Expenses:

Advertising _____

Meals & Entertainment-100% _____

Bad Debts _____

Insurance _____

Interest _____

Business Tax/License _____

Dues/Memberships _____

Office expenses _____

Supplies _____

Legal and Accounting _____

Mgmt and Admin fees _____

Rent _____

Repair and Main _____

Salaries & Wages _____

Employee Benefits _____

Property taxes _____

Travel _____

Telephone _____

Utilities _____

Delivery and freight _____

Convention fees _____

Private Health services _____

New Computer: _____

New Equipment: _____

Total _____

Automobile Expenses:

Model: _____ Original cost _____

Business Kilometer: _____

Total Kilometer: _____

\$

Fuel & oil _____

Interest * _____

Insurance _____

Rep & Main _____

Leasing _____

Parking _____

(* Monthly payt _____

at interest rate _____ for _____ years.

Pls provide bank loan contract)

Office in Home:

Office Area _____

Total area _____

\$

Heat _____

Electricity _____

Insurance _____

Maintenance _____

Mortgage Int. _____

Property Tax _____

Rent _____

Strata fees _____

Others _____