

Elaine's Books

12 Foord Road, Ajax-ON L1S 1K7

Your name or business:

Your HST number:

Please indicate if you have already calculated or submitted HST figures

YEAR

Revenue, Sales, Commissions etc

HST must be charged on sales over \$30K. Exceptions exist for export sales.

Cost of Good Sold

Materials
Direct Labour
Subcontractors
WSIB on Subs

Materials, supplies, assemblies directly consumed by products or jobs
Direct labour where you produce a good for sale

Expenses

Advertising
Meals and Entertainment
Bad Debts
Insurance
Interest
Business taxes, fee, licenses, dues, memberships
Office expenses
Supplies
Legal, accounting and other professional fees
Management and administration fees
Rent
Maintenance and repairs
Salaries, wages and benefits
WSIB
Property taxes
Travel
Telephone and utilities
Delivery

Costs to promote your business, printing, facebook, signs, newspaper ads, online ads
Meals and Entertainment - only 6.5% claimed on meals
Unpaid Receivables
Business Insurance not including Auto Insurance.
Interest from Business Loans, Credit Cards etc
Professional Dues and Organization Costs
Everything else
General Supplies
Accounting, Legal
Bank Fees
Office, storage, equipment parking
Costs to maintain equipment and facilities - vehciel maintenance is below.
Total cost of payroll including benefits and employer taxes
WSIB
If you own your business facility or pay as part of your lease.
Business travel including Hotels, Flights, Car Rentals and Meals while away
Land lines, cell phones, internet, office heat, electricity and water
Postage, Freight, Courier Costs

Vehicle Costs

Business Km Drive
Total Km Driven
Fuel and Oil
Maintenance
Insurance
Licensing
Parking
407 Tolls
Leasing
Purchase Costs

Vehicle expenses ususally represent a large costs for small businesses. You are required to collect all of the costs for the entire year which will be deducted for tax according to the ratio of business km to total km.
The CRA may request a log book
All km driven
Gas, Oil Changes
Tires, Brakes, Windshields, Repairs
Auto Insurance
MTO License Sticker Costs, MTO Inspections
Parking
Business 407 Use
Please provide us with a copy of your lease.
Please provide a copy of your purchase invoice

Home Office

Heat
Electricity
Insurance
Maintenance
Mortgage Interest
Property Taxes
Other
Square Feet or Percentage Used for Business
Total Square Feet

Please included 100% of your Home Costs
Enbridge
Veridian, Toronto Hydro, Oshawa PUC
Home Insurance
Repairs and Improvements, Leaks, Windows, Doors, Bathrooms etc
Only the interest portion of your mortgage
Property Taxes paid for the year
Water, Alarm Monitoring, Condo Fees, Parking
Total square footag of home used for business space
Total square footag of home