

BUSINESS CHECKLIST

For the year ending December 31, 2 _____

Name of business _____

Date started _____ Date ceased _____

Registered for GST? _____ GST number _____

Are you on the Detailed Method or the Quick Method for GST? _____

INCOME _____

EXPENSES

Business telephone and cell _____

Automobile _____

Supplies _____

Delivery _____

Bank charges and interest _____

Meals and entertainment _____

Accounting/legal fees _____

Subcontractors _____

Bus. tax/licences _____

Advertising _____

Office expenses _____

Private health premiums _____

Insurance _____

Maintenance and repair _____

Travel _____

Wages paid _____

Courses/training _____

Other _____

INVENTORY (Purchases)

Opening inventory _____

Ending Inventory _____

Is GST included in all of the above amounts?

YES NO _____

USE OF HOME

Total square footage of home _____

Square footage used for office _____

Total yearly utility bills _____

Total yearly heating cost _____

House/content insurance _____

Mortgage interest _____

Property taxes _____

Rent _____

Home telephone _____

AUTOMOBILE - Same vehicle as last year?

YES NO

Total KMs used in year _____

KMs travelled to earn income _____

LEASED VEHICLE:

Lease commencement date _____

Lease payments per month _____

Manufacturers list price (If new) _____

PURCHASED VEHICLE:

Manufacturers list price (If new) _____

Purchase date _____

Interest paid per year (If financed) _____

Please provide the total yearly costs for the following auto expenses:

Insurance _____

Licence/registration _____

Maintenance/repairs _____

Fuel and oil _____

Other _____

CAPITAL ASSETS (acquired during the current year)

List all capital assets purchased this year. (Please note these amounts must not be listed above as expenses)

Computer _____

Office equipment _____

Office furniture _____

Other (Describe) _____