

Business Checklist

For the year ending December 31, 20_____

Name of Business _____
Date Started _____ Date Ceased _____
Registered for GST? _____ GST Number _____
Are you on the Detailed Method or Quick Method for GST? _____
Number of webpages and/or websites used for business transactions/sales orders _____
List of addresses for above _____
Percentage of revenue generated from online transactions _____

Revenue (net of GST if registered for GST) \$ _____

Expenses: (net of GST if claimed as ITC, business-use portion only)

Telephone/cell	\$	_____	Advertising	_____
Internet		_____	Office	_____
Supplies		_____	Private health plan premiums	_____
Rent		_____	Insurance	_____
Bank charges & interest		_____	Repairs & maintenance	_____
Meals & entertainment		_____	Travel	_____
Accounting fees		_____	Wages paid	_____
Subcontractors		_____	Training & courses	_____
Memberships, licences & dues		_____	Other _____	_____

Inventory

Opening inventory \$ _____ Ending inventory _____

USE OF HOME

Total square footage of home	_____	Square footage used for office	_____
Total yearly utility bills	_____	Total yearly electr./natural gas	_____
House insurance	_____	Mortgage interest	_____
Property taxes	_____	General repairs & maintenance	_____

AUTOMOBILE - same vehicle as last year?

Total KM driven in year _____ YES or NO (circle one)
KM travelled to earn income _____

LEASED VEHICLE

Lease commencement date _____ Lease payments/month _____
Manufactures list price (if new) _____

PURCHASED VEHICLE

Manufactures list price (if new) _____ Purchase date _____
Interest paid/year (if financed) _____

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

Insurance	_____	License & registration	_____
Repairs & maintenance	_____	Fuel	_____
Other	_____		

CAPITAL ASSETS (purchased during current year)

List all capital assets purchased this year. *(Please note these amounts must not be included in the above expenses)*

Computer	\$	_____	Equipment	_____
Office furniture		_____	Other (describe)	_____