## Statement of Business Activities

From: $\qquad$ To: $\qquad$

Your Name $\qquad$
Name of Business $\qquad$ Main Product or Service $\qquad$
Business Address

## Business Income

Sales, commissions or fees
\$ $\qquad$
Income from T4A slips \$ $\qquad$
Subtotal \$ $\qquad$

## Calculation of Cost of Goods Sold

Opening Inventory
Purchases during year

Minus - Closing Inventory
\$
\$ $\qquad$
Total \$
\$ $\qquad$
Cost of Goods Sold \$ $\qquad$
Gross Profit \$ $\qquad$

## Expenses

Advertising, promotional
Meals and entertainment \$ $\qquad$ x 50\%
Bad Debts
Insurance
Interest
Business tax, fees, licences, dues, memberships
Office expenses
Supplies (ie. stationary, pens, etc.)
Professional fees (includes legal and accounting fees)
Management and administration fees
Rent (office outside of home)
Repairs and maintenance
Salaries, wages, benefits
Property Taxes (other than personal residence)
Travel expenses
Telephone/utilities (ie. separate business line, cell phone, long distance)
Delivery, freight, express, postage
Other expenses - give details___ \$
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Other expenses - give details
$\qquad$ lot
$\qquad$

Details of Purchases during year - with a cost over \$500.00 per item
(list any equipment/office furniture/hardware or software)
***Do Not include in Expense Section - these items will be depreciated***
Cost or FMV
\$
$\qquad$
\$
\$ $\qquad$

## Details of Dispositions

| $\square$ |  |
| :--- | :--- |
|  | $\$$ |
| $\square$ | $\$$ |
| $\square$ | $\$$ |

Figures as provided by taxpayer
please sign

