

SELF-EMPLOYED SUMMARY

Please note this is only applicable if you are NOT incorporated!

Fiscal period _____ to _____.

Registered for GST (Yes/No) _____. If yes, do the figures include GST? _____.

Revenue

Advertising/promotion

Meals and entertainment

Continuing education

Bad debts

Insurance

Interest and bank charges

Business taxes, licenses, and dues

Office expenses

Office stationery and supplies

Professional fees (accounting & legal)

Rent

Repairs and maintenance

Subcontractors

Salaries, wages, and benefits

Travel expenses

Utilities (telephone, internet, etc.)

Other expenses (specify)

Major Purchases – with receipts (that can be supported):

Computer hardware

Furniture and equipment

Other (specify)

Expenses

Automobile Expenses:

Owned/Leased	_____
Make	_____
Model	_____
Year	_____
Kilometres driven	_____
Business %	_____

Other Expenses:

Fuel	_____
Loan Interest	_____
Insurance	_____
Licensing/memberships	_____
Repairs/maintenance	_____
Lease payments	_____
Parking	_____
Other (specify)	_____

If a vehicle was acquired during the year, please provide a copy of purchase/lease agreement.

If a vehicle was disposed during the year, please provide details.

Home Office Expenses:

Total home area (square feet)	_____
Area for business use (square feet)	_____
Utilities	_____
Insurance	_____
Maintenance/repairs	_____
Mortgage interest	_____
Property taxes	_____
Rent	_____
Strata fees	_____
Other (specify)	_____