

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) _____