

Business Activities

Gross Income (GST Included)	_____
GST Collected	_____
Opening Inventory	_____
Purchases During the Year	_____
Ending Inventory	_____
Advertising	_____
Meals	_____
Bad Debts	_____
Insurance (Not Auto)	_____
Interest/Bank Charges	_____
Business Taxes, Licences, Memberships	_____
Office Supplies	_____
Professional Fees (Legal/Accounting)	_____
Management/ Admin Fees	_____
Rent	_____
Supplies	_____
Small Tools (Under \$500.00)	_____
Repairs & Maintenance	_____
Salaries, Wages, and Benefits	_____
Subcontractors	_____
Property Taxes	_____
Travel Expenses	_____
Telephone	_____
Internet	_____
Utilities	_____
Fuel Costs (not Motor Vehicle)	_____
Freight Charges	_____
Storage	_____
Convention Fees/Training	_____
WCB	_____
Equipment Rental	_____
Other	_____

***NOTE: If you are not grossing \$30,000 and your GST is not registered, ignore all references to separating or reporting GST**