

# **BUSINESS CHECKLIST**

For the year ending December 31, 2\_\_\_\_\_



Name of business \_\_\_\_\_

Date started \_\_\_\_\_ Date ceased \_\_\_\_\_

Registered for GST ? \_\_\_\_\_ GST Number \_\_\_\_\_

Are you on the Detailed Method or the Quick Method for GST? \_\_\_\_\_

**INCOME** \$ \_\_\_\_\_

## **EXPENSES**

Business tel & cell	\$	_____	Advertising	_____
Automobile		_____	Office expenses	_____
Supplies		_____	Private health premiums	_____
Delivery		_____	Insurance	_____
Bank charges & interest		_____	Maintenance & repair	_____
Meals & Entertainment		_____	Travel	_____
Accounting/legal fees		_____	Wages paid	_____
Subcontractors		_____	Courses/Training	_____
Bus. tax/Licences		_____	Other _____	_____

## **INVENTORY (Purchases)**

Opening Inventory \$ \_\_\_\_\_ Ending Inventory \_\_\_\_\_

Is GST included in **all** of the above amounts? YES or NO (circle one)

## **USE OF HOME**

Total square footage of home	_____	Sq footage used for office	_____
Total yearly utility bills	_____	Total yearly heating cost	_____
House/contents insurance	_____	Mortgage Interest	_____
Property Taxes	_____	Rent	_____
Home telephone	_____		

**AUTOMOBILE** - Same vehicle as last year? YES or NO (circle one)

Total KM used in year \_\_\_\_\_ KM travelled to earn income \_\_\_\_\_

## **LEASED VEHICLE:**

Lease commencement date \_\_\_\_\_ Lease payments/month \_\_\_\_\_  
Manufacturers list price (if new) \_\_\_\_\_

## **PURCHASED VEHICLE:**

Manufacturers list price (if new) \_\_\_\_\_ Purchase date \_\_\_\_\_  
Interest paid/year (if financed) \_\_\_\_\_

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

Insurance	_____	Licence/Registration	_____
Maintenance/Repairs	_____	Fuel and Oil	_____
Other	_____		

## **CAPITAL ASSETS** (acquired during the current year)

List all capital assets purchased this year. (Please note these amounts must not be listed above as expenses)

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