



SMALL BUSINESS WORKSHEET

GST REGISTERED

**IF YOU REGISTERED FOR THE QUICK METHOD OF GST
– DO NOT SEPARATE GST**

Use this worksheet to minimize your bill

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YOUR NAME: _____

BUSINESS NAME: _____

BUSINESS ADDRESS: _____

IF NEW BUSINESS, DATE STARTED: _____ BUSINESS NUMBER: _____

MAIN PRODUCT OR SERVICE: _____

GROSS INCOME *(includes GST)* _____ **GST COLLECTED** _____

EXPENSES

GROSS

GST PAID

(includes GST)

ADVERTISING		
MEALS & ENTERTAINMENT @ 100%		
BUSINESS INSURANCE		
INTERST AND BANK CHARGES		
BUSINESS TAXES, LICENSES AND MEMBERSHIPS		
OFFICE EXPENSE		
SUPPLIES		
TELEPHONE / INTERNET		
TRAVEL / CONVENTIONS		
ACCOUNTING / LEGAL FEES		
REPAIRS AND MAINTENANCE		
RENT		
UTILITIES		
DELIVERY/FREIGHT		
FUEL COSTS (except for motor vehicles)		
SALARIES, WAGES AND BENEFITS (including employer's contributions)		
SUB CONTRACTORS		
OTHER		

INVENTORY *(only applicable for businesses that carry stock for re sale):*

OPENING INVENTORY		
PURCHASES DURING THE YEAR		
CLOSING INVENTORY		

YOUR NAME: _____

MOTOR VEHICLE EXPENSES

MAKE/MODEL/YEAR _____

KMS FOR BUSINESS USE _____ TOTAL KMS DRIVEN IN YEAR _____

FUEL _____ GST PAID _____

INSURANCE _____

R&M _____ GST PAID _____

PARKING _____

INTEREST PAYMENTS _____

(VEHICLE PURCHASED DURING THE YEAR – SEE CAPITAL EXPENDITURES BELOW)

HOME OFFICE EXPENSES

SIZE OF OFFICE IN SQ FEET _____ TOTAL SIZE OF HOUSE IN SQ FEET _____

MORTGAGE INTEREST OR RENT _____

HYDRO _____ GST PAID _____

PROPERTY TAX _____

INTERNET/CABLE _____ GST PAID _____

INSURANCE _____

R&M _____ GST PAID _____

CAPITAL EXPENDITURES AND OR CAPITAL DISPOSALS

CAPITAL EXPNEDITURES ARE GENERALLY FOR ITEMS THAT WILL LAST OVER ONE YEAR, AND OR OVER \$500. IE A NEW VEHICLE, A NEW COMPUTER, OFFICE FURNITURE. CAPITAL DISPOSALS ARE WHEN THESE ITEMS ARE SOLD.

Please note this is not an exhaustive list. These are the most common small business expenses.