



SMALL BUSINESS WORKSHEET NON GST REGISTERED

Use this worksheet to minimize your bill

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YOUR NAME: _____

BUSINESS NAME: _____

BUSINESS ADDRESS: _____

IF NEW BUSINESS, DATE STARTED: _____ BUSINESS NUMBER (if applicable): _____

MAIN PRODUCT OR SERVICE: _____

GROSS INCOME _____

EXPENSES

- 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 MANTENANCE _____
- 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 _____

INSURANCE _____

R&M _____

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 _____

PROPERTY TAX _____

INTERNET/CABLE _____

INSURANCE _____

R&M _____

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.