



Checklist for Business Activities

Business Activities

Sales:

- Regular Sales
- Commissions
- Fees
- Sales Returns & Allowances

Purchases:

- Opening Inventory
- Purchases during the year
- Purchase Returns and Allowances
- Ending Inventory

Expenses:

- | | | |
|--------------------------|--|--------------------------|
| <input type="checkbox"/> | Advertising | <input type="checkbox"/> |
| <input type="checkbox"/> | Bad debts | <input type="checkbox"/> |
| <input type="checkbox"/> | Business tax, fees, licences, dues | <input type="checkbox"/> |
| <input type="checkbox"/> | Delivery, freight | <input type="checkbox"/> |
| <input type="checkbox"/> | Insurance | <input type="checkbox"/> |
| <input type="checkbox"/> | Interest | <input type="checkbox"/> |
| <input type="checkbox"/> | Maintenance and Repairs | <input type="checkbox"/> |
| <input type="checkbox"/> | Management and Administration fees | <input type="checkbox"/> |
| <input type="checkbox"/> | Meals and Entertainment | <input type="checkbox"/> |
| <input type="checkbox"/> | Office expenses | <input type="checkbox"/> |
| <input type="checkbox"/> | Supplies | <input type="checkbox"/> |
| <input type="checkbox"/> | Legal, accounting and other prof. fees | <input type="checkbox"/> |
| <input type="checkbox"/> | Property taxes | <input type="checkbox"/> |
| <input type="checkbox"/> | Rent | <input type="checkbox"/> |
| <input type="checkbox"/> | Salaries and wages | <input type="checkbox"/> |
| <input type="checkbox"/> | Travel | <input type="checkbox"/> |
| <input type="checkbox"/> | Telephone | <input type="checkbox"/> |
| <input type="checkbox"/> | Utilities | <input type="checkbox"/> |
| <input type="checkbox"/> | Other expenses | <input type="checkbox"/> |

Business-Use-of-Home Expenses

- Area or rooms of work area
- Total area or rooms in home
- Percentage of business portion
- Heat
- Electricity
- Insurance
- Maintenance
- Mortgage Interest
- Property Taxes
- Other expenses

- | | | |
|--------------------------|---------------------------------------|--------------------------|
| <input type="checkbox"/> | <u>Capital Cost Allowance:</u> | |
| <input type="checkbox"/> | <u>Automobile:</u> | |
| <input type="checkbox"/> | Opening Cost - Jan 1st | <input type="checkbox"/> |
| <input type="checkbox"/> | Any additions | <input type="checkbox"/> |
| <input type="checkbox"/> | Any dispositions | <input type="checkbox"/> |
| <input type="checkbox"/> | Km/miles driven throughout year | <input type="checkbox"/> |
| <input type="checkbox"/> | Business portion driven | <input type="checkbox"/> |
| <input type="checkbox"/> | <u>Equipment:</u> | |
| <input type="checkbox"/> | Opening Cost - Jan 1st | <input type="checkbox"/> |
| <input type="checkbox"/> | Any additions | <input type="checkbox"/> |
| <input type="checkbox"/> | Any dispositions | <input type="checkbox"/> |
| <input type="checkbox"/> | <u>Building:</u> | |
| <input type="checkbox"/> | Opening Cost - Jan 1st | <input type="checkbox"/> |
| <input type="checkbox"/> | Any additions | <input type="checkbox"/> |
| <input type="checkbox"/> | Any dispositions | <input type="checkbox"/> |

Motor Vehicle Expenses

- Fuel and Oil
- Interest
- Insurance
- Licence and registration fees
- Maintenance and repairs
- Leasing Costs
- Other Expenses

- | | | |
|--------------------------|--|--------------------------|
| <input type="checkbox"/> | <u>Leasing Costs for Passenger Vehicles</u> | |
| <input type="checkbox"/> | Lease commencement date | <input type="checkbox"/> |
| <input type="checkbox"/> | Lease termination date | <input type="checkbox"/> |
| <input type="checkbox"/> | Total number of days leased in year | <input type="checkbox"/> |
| <input type="checkbox"/> | Total Lease charges | <input type="checkbox"/> |
| <input type="checkbox"/> | Total Lease payments deducted in prev. years | <input type="checkbox"/> |
| <input type="checkbox"/> | Manufacturer's list price | <input type="checkbox"/> |

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