TAXOMIZE

Chartered Professional Accountants

Client Name: _____

Summary of Business Income and Expenses (Detailed Method - HST)

Business Name: _____

Year Ended December 31, ____

HST Reporting Status

❑ I am registered for HST (if yes, please enclose a copy of all HST returns for the year)

	TOTAL	HST	NET (w/o tax)
REVENUE			
Other:_____			
BUSINESS EXPENSES			
Direct (non-service businesses only)			
Purchases of materials or product			
Subcontract			
Commissions			
Other:_____			
Administrative			
Accounting and legal			
Advertising and promotion			
Bad debts			
Bank charges and interest			
Business taxes, dues and fees, memberships etc.			
Conventions, courses, professional development			
Equipment rental			
Freight and delivery			
Insurance			
Interest			
Management and administration			
Meals and entertainment			
Office			
Property taxes on business owned land			
Rent paid for office space			
Repairs and maintenance for office space			
Supplies			
Telephone (business use portion)			
Travel			
Utilities paid for office space			
Wages, salaries and benefits			
Other:_____			

VEHICLE EXPENSES	TOTAL	HST	NET (w/o tax)
Total km driven in year _____			
Business km driven in year _____			
Value of Vehicle _____			
Year _____ Make _____ Model _____			
Fuel			
Repairs and maintenance			
Insurance			
Licence			
Interest expense			
Lease payments (include details of down payment)			

Please attach information re: purchase/sale of vehicles during the year

HOME OFFICE EXPENSES	TOTAL
Business use of home: _____ %	
Heat	
Hydro	
Insurance	
Repairs and maintenance	
Mortgage *interest*	
Property taxes	
Rent	
Telephone - Long distance only (basic monthly fee non-deductible)	
Other: _____	

ASSET PURCHASES

Please provide a list of the cost of assets purchased (>$500) during the year (computer, shop equipment etc.)

Date purchased or sold	Description	Cost/Sale Price

INVENTORY

On hand at year end (at cost):		

Calculation - do not enter in fields		
Revenue	0	**L101**
HST collected	0	**L105**
HST paid	0	**L108**
Payment (Refund)	0	**L109**