

Sole-Proprietor 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/REVENUE \$ _____

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 if you are registered for GST)

USE OF HOME

Total square footage of home	_____	Sq ft used for business	_____
Total electricity, gas & water	_____	Repairs & maintenance	_____
House/contents insurance	_____	Mortgage (Interest only)	_____
Property Taxes	_____	Rent (if you are a renter)	_____

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)	_____