**2020 Business Income & Expenses Checklist**

(If multiple businesses – Please prepare separate summary for each business)

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| PERSONAL INFORMATION | | | | | | |
| Full Name |  | |  | |  | |
| Business Address | | | | | | |
| ADDRESS |  | |  | |  | |
| Business Name and description – what do you do? BN registration – HST number | | | | | | |
|  |  | | |  |  | |
| INCOME annual total | | | | | | |
| Income - If Canadian and Foreign sources of income – please prepare separate summary  Indicate if you collect HST/GST or other Provincial taxes on your business income | | | | | | |
| EXPENSES | | | | | | |
| Inventory purchased during the year | | ☐ | Legal fees | | | ☐ |
| Value of closing inventory | | ☐ | Accounting fees | | | ☐ |
| Subcontracts | | ☐ | Other Professional fees | | | ☐ |
| Other direct costs | | ☐ | Management and admin fees | | | ☐ |
|  | | ☐ | Rent | | | ☐ |
| Advertising | | ☐ | Maintenance and repair | | | ☐ |
| Meal and entertainment | | ☐ | Salary paid | | | ☐ |
| Bad Debt | | ☐ | Telephone | | | ☐ |
| Business insurance | | ☐ | Internet | | | ☐ |
| Interest on funds borrowed for this business | | ☐ | Delivery Postage express | | | ☐ |
| Business tax, fees, licenses, dues, membership | | ☐ |  | | | ☐ |
| Office expenses | | ☐ | Private health plan paid by business | | | ☐ |
| Supplies | | ☐ | Travel including accommodations, transportations, meals | | | ☐ |
| Other relevant expenses | | ☐ |  | | | ☐ |
|  | |  |  | | |  |