**2020 Business Income & Expenses Checklist**

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

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| --- |
| 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 summaryIndicate 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 | ☐ |  | ☐ |
|  |  |  |  |