

Statement of Business Activities

Name of business: _____
 Address: _____

Please complete this section by indicating the total of the revenues and expenses without TPS and TVQ for the calendar year.

REVENUES

Sales / Commission _____
 Other revenues _____

COST OF GOODS SOLD

Inventory at beg. _____
 Purchases _____
 Subcontracts _____
 Other costs _____
 total _____
 Inventory, end less _____
 Total _____

EXPENSES

Insurance _____
 Fuel costs for equipment _____
 Maintenance and repairs _____
 Training _____
 Office expenses _____
 Bank fees _____
 Management and administration fees _____
 Travelling expense _____
 Property taxes _____
 Interest _____
 Equipment rental _____
 Rent _____
 Bad debts _____
 Business taxes, fees, licences, memberships _____
 Advertising _____
 Meals and entertainment x 50% _____
 Salaries and advantages _____
 Professional fees _____
 Telecommunications _____
 Transportation _____
 Other: _____

HOME OFFICE EXPENSES

Insurance _____
 Heat _____
 Electricity _____
 Maintenance _____
 Mortgage Interest _____
 Property Taxes _____
 Other: _____

 Area for business use _____ %
 Total Area _____

MOTOR VEHICLE EXPENSES

Cost of acquisition _____
 Insurance _____
 Fuel and oil _____
 Maintenance and repairs _____
 Licence/Registration _____
 Interest / financing _____
 Leasing costs _____
 Other: _____

 Km driven for business _____ %
 Km driven during the year _____
 Acquisitions: _____

 Disposals : _____
