



# Statement of Business Activities



## Personal Information:

Name: \_\_\_\_\_

Business Name: \_\_\_\_\_

Business Number: \_\_\_\_\_

Business Address: \_\_\_\_\_

Partnership %: \_\_\_\_\_

## Income:

Total Sales, Commissions, Revenues, etc. \_\_\_\_\_

Minus (PST & GST if included in sales): \_\_\_\_\_

**Total Income:** \_\_\_\_\_

## Calculation of Cost of Goods Sold:

a. Opening Inventory: \_\_\_\_\_

b. Purchases during year: \_\_\_\_\_

c. Closing Inventory: \_\_\_\_\_

**Total COGS (A + B - C):** \_\_\_\_\_

## Expenses (Business Expenses only):

Advertising (Gifts, Business Cards, etc.): \_\_\_\_\_

Meals & Entertainment (Full Amount): \_\_\_\_\_

Business Insurance: \_\_\_\_\_

Interest on Business Loans: \_\_\_\_\_

Business Licensing, Dues, Membership Fees (etc.) \_\_\_\_\_

Membership Fees (Costco, Profession dues, etc.) \_\_\_\_\_

Office Expenses (Paper, Printer, etc.): \_\_\_\_\_

Other Supplies: \_\_\_\_\_

Professional Fees (Lawyer, Accountant, etc.) \_\_\_\_\_

Rent or Leases (Business-only location): \_\_\_\_\_

Maintenance and repairs: \_\_\_\_\_

Employee Salaries, Wages, Benefits: \_\_\_\_\_

Property Taxes (Business-only location): \_\_\_\_\_

Travel (Meals, Hotels, Parking, etc.): \_\_\_\_\_

Telephone and Utilities (Cellphone, Internet): \_\_\_\_\_

Delivery Freight (Mail, Shipping Fees, etc.): \_\_\_\_\_

Other (Please Describe): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Total Business Expenses:** \_\_\_\_\_

