

Lorraine Savage Chartered Professional Accountant

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Personal Tax Return Information for (client name) _____

Business expenses (Also for **employment expenses**):

Cost of goods sold

Inventory at cost, at end of previous year _____

Commissions _____

Other costs, delivery, freight _____

Purchases of inventory for resale _____

Sub-contracts _____

Wages _____

Inventory at cost, at end of year _____

Expenses

Advertising, promotion, gifts _____

Bad debts _____

Business licence, dues, fees, subscriptions _____

Convention expenses _____

Education _____

Equipment rental _____

Insurance (fire, theft, business liability) _____

Interest and bank charges _____

Legal, accounting and other professional fees _____

Maintenance and repairs on buildings (not auto) _____

Management and administration fees _____

Meals and entertainment for business at 100% _____

Meals and entertainment with employees _____

Office including postage and stationery _____

Property taxes _____

Rent on business property _____

Salaries, Employment Insurance and CPP _____

Supplies _____

Telephone (for business only) _____

Travel (hotels, air, ferry, taxi) _____

Utilities and electricity (for business only) _____

Work Safe BC premiums _____

Other expenses - item and amount _____

Private Health Services Plan premiums _____

Additions to equipment or other capital assets (if over \$200):

item and cost (copy of invoice if convenient) _____

Prior year undepreciated capital cost (if new) _____

Disposals - item description and proceeds _____