

## 2018 SELF-EMPLOYED BUSINESS WORKSHEET

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

Are you registered for the GST/HST? Yes / No

If yes, please provide your GST/HST registration number \_\_\_\_\_

Have you filed your 2018 GST/HST return(s)? (Provide Copy) Yes / No

GST/HST reporting method Quick / Regular

Do you require us to prepare your GST/HST return? Yes / No

If you purchased capital property, please indicate the date of each capital property purchased.

*Please refer to the footnotes located on Motor Vehicle and Home Office Worksheet, where appropriate*

**INCOME**

Sales, commissions, fees (exclude GST/HST) \$ \_\_\_\_\_

Sales adjustment for GST/HST - Quick Method (Footnote 1) \_\_\_\_\_

TOTAL INCOME (A)

**COST OF GOODS SOLD**

Opening inventory \_\_\_\_\_

Purchases and other costs incurred during the year \_\_\_\_\_

Less: closing inventory \_\_\_\_\_

TOTAL COST OF GOODS SOLD (B) ( \_\_\_\_\_ )

**GROSS PROFIT**

(A - B) = (C)

**EXPENSES (Business Portion ONLY)**

Advertising \_\_\_\_\_

Meals and entertainment (Footnote 2)      Total costs \_\_\_\_\_ x 50% \_\_\_\_\_

Bad debts \_\_\_\_\_

Insurance \_\_\_\_\_

Interest and bank charges \_\_\_\_\_

Business taxes, fees, licenses, membership fees \_\_\_\_\_

Office expenses \_\_\_\_\_

Supplies \_\_\_\_\_

Legal, accounting and other professional fees \_\_\_\_\_

Hendry Warren accounting fees      + \_\_\_\_\_ = \_\_\_\_\_

Management and administration fees \_\_\_\_\_

Rent (excluding home office) \_\_\_\_\_

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

Salaries, wages and benefits \_\_\_\_\_

Property taxes (excluding home office) \_\_\_\_\_

Travel \_\_\_\_\_

Telephone and utilities (excluding home office) \_\_\_\_\_

Delivery, freight, and express \_\_\_\_\_

Motor vehicle (complete Motor Vehicle Worksheet)      **Insert (I from pg 10)** \_\_\_\_\_

Capital cost allowance (Footnote 1, 3) \_\_\_\_\_

Home office costs (complete Home Office Worksheet)      **Insert (N from pg 10)** \_\_\_\_\_

Health and dental insurance premiums (Footnote 4) \_\_\_\_\_

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

TOTAL EXPENSES (D) ( \_\_\_\_\_ )

**NET INCOME**

(C - D) \$