



CHARTERED ACCOUNTANTS LLP

2009 BUSINESS AND EMPLOYMENT EXPENSE SUMMARY

Please complete this form if you are self employed or required by your employer to pay for your own expenses. As this list is not exhaustive, please add any other categories that may apply to you. Please note that this form should not be used for Home Renovation Tax Credit expenses, which should be submitted separately.

Self employment business income:

Cost of goods sold:

Inventory, beginning of year: _____
 Purchases + _____
 Direct wage costs + _____
 Subcontracts + _____
 Other costs + _____
 Inventory, end of year: - _____
 Cost of goods sold = _____

Expenses:

Advertising _____
 Meals and entertainment _____
 Bad debts _____
 Insurance _____
 Interest _____
 Business licences, dues _____
 Office expenses _____
 Supplies _____
 Legal, accounting, and other professional fees _____
 Management and administration fees _____
 Rent (not home office) _____
 Maintenance and repairs _____
 Salaries, wages, and benefits _____
 Property taxes _____
 Travel (including fares and accommodations) _____
 Telephone and utilities _____
 Fuel costs (except for motor vehicles) _____
 Delivery, freight, and expenses _____
 Other _____

Capital assets:

Acquisitions:
 Description _____
 Cost _____
 Dispositions:
 Description _____
 Proceeds _____

Automobile:

Make and year of vehicle _____
 KM driven for business purposes _____
 Total km driven in year _____
 Acquisition: Date _____
 Cost _____
 Disposition: Date _____
 Proceeds _____

Auto expenses:

Fuel and oil _____
 Maintenance and repairs _____
 Insurance _____
 Licence and registration fees _____
 Interest _____
 Leasing costs _____
 Other _____

Parking fees:

Home office:

Heat _____
 Electricity _____
 Insurance _____
 Maintenance _____
 Mortgage interest _____
 Property taxes _____
 Rent _____
 Other expenses (specify) _____
 Total house area (square feet) _____
 Area for business use only (square feet) _____
 Number of rooms used for workspace _____
 Number of rooms total house _____

Other notes:

Please separate, total, and summarize your receipts by each expense category.