

Self-Employed Business Worksheet

Business Name _____

Are you registered for GST? Yes / No

If yes, please provide GST registration number _____

Have you filed your 2008 GST return? Yes / No

Do you require Collins Barrow to prepare your GST return? Yes / No

Income

Sales, commissions, fees (exclude GST and PST)

Sales adjustment for GST (Quick Method) _____

Total Income _____

Cost of Goods Sold

Opening inventory _____

Purchases and other costs included during the year _____

Less: Closing inventory _____

Total Cost of Goods Sold () _____

Gross Profit

Expenses (Business portion ONLY)

Accounting, legal and professional fees _____

Advertising and unrestricted promotion _____

Bad debts, excluding GST _____

Meals and entertainment x 50% _____

Business taxes, fees, licences, membership fees _____

Delivery, freight, express, courier _____

Private health service plan premiums _____

Home office costs (complete Home Office Worksheet) _____

Insurance _____

Interest and bank charges _____

Management and administration fees _____

Motor vehicle (complete Business Use of Motor Vehicle Worksheet) _____

Office supplies and expenses _____

Rent, excluding home office _____

Salaries and benefits _____

Supplies _____

Telephone and utilities _____

Travel _____

Capital cost allowance _____

Other (please specify) _____