



Business Tracker for Sole Proprietors

*Use a separate sheet for each business

Tax Year: _____

Date received		Name of contact	
Business name		Phone number/ email:	
Description of business			
GST registrant	Yes: BN# _____ No: Please use the third column (Total with GST) for income and expenses		
Do you need us to file GST Return?	Yes: _____ No: _____		

A. BUSINESS INCOME

Income	Net of GST	GST	Total with GST
Income Source 1			
Income Source 2			
Total Gross Income:			

B. INVENTORY (For product-based companies only)

1. Opening inventory	
2. Closing inventory	

C. EXPENSES

Expenses	Net of GST	GST	Total with GST
Work material purchased			
Advertising			
Meals and entertainment			
Bad debts (If your income is based on invoices date rather than cash received)			
Business insurance			
Interest and bank charges			
Business tax, dues, licenses, membership, subscriptions			
Office expenses			
Supplies			
Legal, accounting, and other professional fees			
Management fees			
Small tools and equipments (under \$500 per tool)			
Rent (for offices, storage, equipments and tools)			
Maintenance and repairs (for tools and equipments)			
Salaries, wages and benefits			
Subcontractors/casual labor			
Property taxes (for business location)			
Travel			
Telephone and internet			
Utilities			
Fuel cost (for equipments)			
Delivery and freight			
Conventions (maximum 2 allowed)			
Other 1			
Other 2			
Other 3			

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Total expenses		
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D. BUSINESS USE OF MOTOR VEHICLE

*Please bring the bill of sale for new vehicle purchased/leased and related finance papers.

	Vehicle 1			Vehicle 2		
Description						
Cost if purchase /finance						
Finance interest / lease payments						
Kilometers driven to earn income						
Total kms driven for the year						
Expense Description	Net of GST	GST	Total with GST	Net of GST	GST	Total with GST
Fuel						
Insurance						
License and registration						
Repairs and maintenance						
Car washes						
Parking						
Other						
Total Motor Vehicle Expenses						

E. BUSINESS USE OF HOME

Calculation of Business Use of Home Expenses	
Sq Ft. for Business Usage	
Sq Ft. of Total Home	
Expense Description	Total with GST
Heat	
Electricity	
Water and sewer	
Insurance	
Maintenance	
Mortgage Interest	
Property tax	
Rent	
Other	
Subtotal	\$

F. FIX ASSETS- tools and equipments over \$500 and acquired in current year.

Asset description	Date purchased	Personal %	Net of GST	GST	Total with GST
1.					
2.					
3.					
4.					

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 YES

 NO