



SMALL BUSINESS CORPORATION WORKSHEET

Name _____ Year-End Date _____

Type of Business _____ GST # _____

	BALANCE AS OF YEAR-END DATE
Chequing	
Savings	
Accounts Receivable	
Accounts Payable	
Credit Card	
	TOTAL EXPENSE*
Computer Equipment	
Furniture & Equipment	
Leasehold Improvements	
Corporate Tax Instalments & Payments	
GST Instalments & Payments	
PST Payments	
Shareholder Draws	

*DO NOT PRORATE. PROVIDE ANNUAL TOTALS ONLY. GST & PST INCLUDED, IF APPLICABLE.



TOTAL REVENUE*

Business Income Earned	
Other Income (i.e. grants, interest, PST commission)	

TOTAL EXPENSE*

Accounting & Legal		Merchant Fees	
Advertising (i.e. client gifts, promotional, sponsorship, events)		Office Expenses	
		Postage & Courier	
Bad Debts (uncollectable AR)		Bank Charges	
Bank Charges		Travel (i.e. hotels, ferries, flights)	
Business Tax, Licenses & Memberships		Travel Meals Numbers of Travel Days: _____	
Credit Card Interest		Utilities (not home office)	
Donations		Vehicle Expenses (i.e. gas, repairs, insurance, lease payments)	
Employee Gifts			
Insurance (business only; not vehicle & home)			
Interest: Business Use ____ %			
Interest On Long-Term Loan(s)			
Meals & Entertainment— 50% deductible			
Meals & Entertainment— 100% deductible (maximum 6 per year)			

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