



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.



SHARON PERRY & ASSOCIATES | CPA

604.492.0111
INFO@SHARONPERRY.CA
SHARONPERRY.CA

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	
Bad Debts (uncollectable AR)		Phone/Cell Business Use%_____%	
Bank Charges		Postage & Courier	
Bank Interest Expense		Private Health Premiums	
Business Dues, Licenses & Memberships		Professional Development (PD/CE)	
		Rent (Not Home Office)	
Credit Card Interest		Repairs & Maintenance (not vehicle)	
Donations		Supplies & Tools	
Employee Gifts		Travel (i.e. hotels, ferries, flights)	
Insurance (business only; not vehicle & home)		Travel Meals	
		Numbers of Travel Days: _____	
Interest On Long-Term Loan(s)		Utilities (not home office)	
Internet Business Use_____%		Vehicle Expenses (i.e. gas, repairs, insurance, lease payments)	
Meals & Entertainment— 50% deductible		Wages & Benefits (including CPP, EI, WCB)	
Meals & Entertainment— 100% deductible (max 6 per year)			

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