

# STATEMENT OF BUSINESS ACTIVITIES

For more information on how to complete this form, see the *Business and Professional Income* guide.

**Identification**

Your name				Your social insurance number				
From:	Year	Month	Day	To:	Year	Month	Day	Was 2002 your last year of business? Yes <input type="checkbox"/> No <input type="checkbox"/>
Business name				Main product or service				
Business address				Industry code (see the appendix in the <i>Business and Professional Income</i> guide)				
City, province or territory			Postal code		Partnership filer identification number			
Name and address of person or firm preparing this form					Tax shelter identification number			
Business Number				Your percentage of the partnership %				

**Income**

Sales, commissions, or fees		a
<b>Minus</b> – Goods and services tax/harmonized sales tax (GST/HST) and provincial sales tax (if included in sales above)		
– Returns, allowances, and discounts (if included in sales above)		
<b>Total of the above two lines</b>		b
<b>Net sales, commissions, or fees (line a minus line b)</b>	8000	
Reserves deducted last year	8290	
Other income	8230	
<b>Gross income (total of the above three lines) – Enter on the appropriate line of your income tax return</b>	8299	c

**Calculation of cost of goods sold (enter business part only)**

Opening inventory (include raw materials, goods in process, and finished goods)	8300	
Purchases during the year (net of returns, allowances, and discounts)	8320	
Subcontracts	8360	
Direct wage costs	8340	
Other costs	8450	
<b>Total of the above five lines</b>		
<b>Minus</b> – Closing inventory (include raw materials, goods in process, and finished goods)	8500	
<b>Cost of goods sold</b>	8518	d
<b>Gross profit (line c minus line d)</b>	8519	e

**Expenses (enter business part only)**

Advertising	8521	
Bad debts	8590	
Business tax, fees, licences, dues, memberships, and subscriptions	8760	
Delivery, freight, and express	9275	
Fuel costs (except for motor vehicles)	9224	
Insurance	8690	
Interest	8710	
Maintenance and repairs	8960	
Management and administration fees	8871	
Meals and entertainment (allowable part only)	8523	
Motor vehicle expenses (not including CCA) (see Chart A on page 4)	9281	
Office expenses	8810	
Supplies	8811	
Legal, accounting, and other professional fees	8860	
Property taxes	9180	
Rent	8910	
Salaries, wages, and benefits (including employer's contributions)	9060	
Travel	9200	
Telephone and utilities	9220	
Other expenses	9270	
<b>Subtotal</b>		
Allowance on eligible capital property	9935	
Capital cost allowance (from Area A on page 3)	9936	
<b>Total business expenses (total of the above three lines)</b>	9368	f
<b>Net income (loss) before adjustments (line e minus line f)</b>	9369	



**Area A – Calculation of capital cost allowance claim**

1 Class number	2 Undepreciated capital cost (UCC) at the start of the year	3 Cost of additions in the year (see Areas B and C below)	4 Proceeds of dispositions in the year (see Areas D and E below)	5 * UCC after additions and dispositions (col. 2 plus col. 3 minus col. 4)	6 Adjustment for current year additions (1/2 x (col. 3 minus col. 4)) If negative, enter "0"	7 Base amount for capital cost allowance (col. 5 minus col. 6)	8 Rate %	9 CCA for the year (col. 7 x col. 8 or an adjusted amount)	10 UCC at the end of the year (col. 5 minus col. 9)
<b>Total CCA claim for the year</b> (enter this amount, minus any personal part and any CCA for business-use-of-home expenses, on line 9936 on page 1**)									

\* If you have a negative amount in this column, add it to income as a recapture on line 8230, "Other income," on page 1. If no property is left in the class and there is a positive amount in the column, deduct the amount from income as a terminal loss on line 9270, "Other expenses," on page 1. Recapture and terminal loss do not apply to a Class 10.1 property. For more information, read Chapter 4 of the *Business and Professional Income* guide

\*\* CCA for "Calculation of business-use-of-home expenses" read Chapter 4 - Special Situations in the *Business and Professional Income* guide

**Area B – Details of equipment additions in the year**

1 Class number	2 Property details	3 Total cost	4 Personal part (if applicable)	5 Business part (column 3 minus column 4)
<b>Total equipment additions in the year</b>				9925

**Area C – Details of building additions in the year**

1 Class number	2 Property details	3 Total cost	4 Personal part (if applicable)	5 Business part (column 3 minus column 4)
<b>Total building additions in the year</b>				9927

**Area D – Details of equipment dispositions in the year**

1 Class number	2 Property details	3 Proceeds of disposition (should not be more than the capital cost)	4 Personal part (if applicable)	5 Business part (column 3 minus column 4)
<b>Total equipment dispositions in the year</b>				9926

**Note:** If you disposed of property from your business in the year, see Chapter 4 in the *Business and Professional Income* guide for information about your proceeds of disposition.

**Area E – Details of building dispositions in the year**

1 Class number	2 Property details	3 Proceeds of disposition (should not be more than the capital cost)	4 Personal part (if applicable)	5 Business part (column 3 minus column 4)
<b>Total building dispositions in the year</b>				9928

**Note:** If you disposed of property from your business in the year, see Chapter 4 in the *Business and Professional Income* guide for information about your proceeds of disposition.

**Area F – Details of land additions and dispositions in the year**

Total cost of all land additions in the year	9923	
Total proceeds from all land dispositions in the year	9924	

**Note:** You cannot claim capital cost allowance on land.

### Chart A – Motor Vehicle Expenses

Enter the kilometres you drove in the tax year to earn business income		1
Enter the total kilometres you drove in the tax year		2
Fuel and oil		3
Interest (see Chart B below)		4
Insurance		5
Licence and registration		6
Maintenance and repairs		7
Leasing (see Chart C below)		8
Other expenses (please specify)		9
		10
<b>Total motor vehicle expenses:</b> Add lines 3 to 10		11
Business-use portion: $\left( \frac{\text{line 1}}{\text{line 2}} \right) \times \text{line 11}$		12
		12

**Allowable motor vehicle expenses:** Enter the amount of line 12 on line 9281 on page 1

**Note:** You can claim CCA on motor vehicles in Area A on page 3.

### Chart B – Available interest expense for passenger vehicles

Total interest payable (accrual method) or paid (cash method) in the fiscal period		A
\$ _____ * × the number of days in the fiscal period for which interest was payable (accrual method) or paid (cash method)		B
<b>Available interest expense: amount A or B, whichever is less</b> (enter this amount on line 4 of Chart A)		\$ _____

- \* For passenger vehicles bought:
- from September 1, 1989 to December 31, 1996, and in 2001 and 2002, use **\$10**
  - from 1997 to 2000, use **\$8.33**

### Chart C – Eligible leasing costs for passenger vehicles

Total lease charges incurred in your 2002 fiscal period for the vehicle		1
Total lease payments deducted before your 2002 fiscal period for the vehicle		2
Total number of days the vehicle was leased in your 2002 and previous fiscal periods		3
Manufacturer's list price		4
The amount on line 4 or (\$35,294 * + GST and PST, or HST on \$35,294), whichever is more		5
\$ _____ × 85 % =		5
$\frac{[(\$800 * + \text{GST and PST, or HST on } \$800) \times \text{line 3}]}{30}$ ▶ _____ – line 2: _____ =		6
$\frac{[(\$30,000 * + \text{GST and PST, or HST on } \$30,000) \times \text{line 1}]}{\text{line 5}}$ =		7
<b>Eligible leasing cost: line 6 or 7, whichever is less</b>		\$ _____

(Enter this amount on line 8 of Chart A above)

\* If you entered into a lease agreement before January 1, 2002, make the following changes to the chart:

	After 1990 and before 1997	1997	1998 and 1999	2000	2001 use same amounts
• line 5, replace \$35,294 with:	\$28,235	\$29,412	\$30,588	\$31,765	\$35,294
• line 6, replace \$800 with:	650	550	650	700	800
• line 7, replace \$30,000 with:	24,000	25,000	26,000	27,000	30,000