

Expense Checklist

Maximize your expenses and save your money

A small business expense is any reasonable expense incurred to earn business income and you must have proof. This checklist will help you with your small business expense tracking.



Start-up Costs:

- Website, business cards, business license, consulting fees, lawyer fees etc.
- These are your initial costs for setting up your business
- The expenses must have been incurred in the fiscal year that your business started.



Capital Cost Allowance (CCA):

- Building, equipment, rental property, desk, filing cabinet, printer etc.
- These are assets that are going to last for several years and need to be depreciated.
- Have the cost and dates the assets were acquired or sold.
- *For filing GST/HST – office equipment such as a desk and printer can be claimed for the full Input tax credits if you are using the equipment for the greater part of the time as business (50% or more).*



Office Supplies:

- Pens, stationary, stamps, coffee, etc.
- These are generally expenses you have for one year and either have a direct or indirect use in providing the businesses goods and services.
- *A computer, printer, calculator etc. that you have for more than a year are capital expenses, thus fall under the Capital Cost Allowance.*



Advertising and Marketing:

- Flyers, postcards, SEO, ads in newspapers etc.
- *Note: if advertising in a periodical you can either claim all of the expense or 50% depending on the percentage of content of the total non-advertising content in the issue. 80% and above you can claim all of and below you can only claim 50%.*

Expense Checklist

Maximize your expenses and save your money



Fees, Dues and Business taxes:

- Annual business license, taxes to run your business, annual fees or dues for a membership such as chamber of commerce.
- *A membership whose purpose is recreation or sports is not deductible*



Day to Day Expenses:

- Postage, freight charges, telephone, utilities, gas, water, electricity etc.



Employee Salaries/wages/benefits:



Vehicle Expenses:

- Maintenance, repairs, leasing costs, insurance, license and registration fees, fuel etc.
- It is important to keep a log recording the km's you drive to earn income as what you can claim will depend on the percentage of business use.
- You can also claim a capital cost allowance (CCA)



Interest and Bank Charges:

- Chequing/savings accounts
- Interest on business loans



Prepaid expenses:

- Insurance, rent etc. Where you have paid ahead of time

Expense Checklist

Maximize your expenses and save your money



Maintenance and Repairs:

- Labour costs and cost of material associated with where you are running your business or earning income.



Professional Fees:

- Business consultant, lawyer, accountant, tax preparer, bookkeeper etc.



Property Taxes/Rent/Insurance:

- The building or land where your business operates, vehicle lease expense,
- Insurance for equipment etc.
- *Note: For home business property taxes will be included as a business-use-of-home expense*



Home based business = Business –use-of home expense:

- Utilities, heat, electricity, cleaning products, maintenance, home insurance, property tax, mortgage interest, rent paid, CCA etc.
- *This amount is based on the work space divided by the total square footage of your home*



Current and Capital Expenses:

- Current expenses are short term and capital expenses are long term, for instance, replacing a carpet and adding a garage.



Travel and local transportation:

- Public transportation, parking, fuel, tolls, hotel accommodation, meals, taxi, internet connection etc.
- *Note: you can only claim 50% of meals and beverages*



Meals and Entertainment:

Expense Checklist



Maximize your expenses and save your money

- The maximum amount that can be claimed is 50%



Cost of Goods Sold:

- If you are a business that buys or makes goods to sell, you can deduct cost of goods sold from the gross receipts. To do this you must value your inventory at the beginning and end of each year.



Bad Debts:

- An amount that is owed to your business and cannot be collected (accounts receivable)



Other Expenses:

- Any other expenses that incur income, ie. Convention costs or private health plan premiums etc.

Notes from Sum Bookkeeper

Have a binder or a file folder to keep all of your receipts and record on a spreadsheet. Should you get invoiced by email, print it out and file it away. Record and file your expenses by your reporting period so the input tax credits you are using or getting back are readily available in case of an audit. Getting into the habit early, will only benefit you as your business grows.

Should you not have the time, outsource a bookkeeper and rest assured that nothing gets missed.

Thanks for taking an interest. If you would like more information, you can follow us on one, or more, of our many social networks or drop us a line by visiting our site.

Robyn Bolt

[Sum Bookkeeper](#)



Expense Checklist



Maximize your expenses and save your money

Your personal notes: