

# 20 \_\_\_\_ Corporate Expenses - Receipt Summary

|      | Income                            | Sub-Total | GST Paid |
|------|-----------------------------------|-----------|----------|
| 8000 | Gross sales, commissions, or fees | \$ _____  | \$ _____ |
| 8090 | Investment                        | \$ _____  |          |
| 8095 | Dividend                          | \$ _____  |          |
| 8120 | Commission                        | \$ _____  | \$ _____ |
| 8140 | Rental                            | \$ _____  |          |
| 8141 | Real Estate                       | \$ _____  |          |
| 8210 | Realized Gain/loss                | \$ _____  |          |
| 8230 | Other (8242 CEWS)                 | \$ _____  | \$ _____ |

|      | Expenses                               | Sub-Total | GST Paid |
|------|----------------------------------------|-----------|----------|
| 8521 | Advertising                            | \$ _____  | \$ _____ |
| 8522 | Donations                              | \$ _____  |          |
| 8523 | Meals & Entertainment                  | \$ _____  | \$ _____ |
| 8524 | Promotions & Samples                   | \$ _____  | \$ _____ |
| 8590 | Bad debts                              | \$ _____  | \$ _____ |
| 8690 | Insurance                              | \$ _____  |          |
| 8710 | Interest                               | \$ _____  |          |
| 8711 | Interest on short-term debt            | \$ _____  |          |
| 8714 | Interest on long-term debt             | \$ _____  |          |
| 8715 | Bank Charges                           | \$ _____  |          |
| 8716 | Credit card charges                    | \$ _____  |          |
| 8760 | Business fees, licenses                | \$ _____  | \$ _____ |
| 8761 | Memberships, and subscriptions         | \$ _____  | \$ _____ |
| 8764 | Government Fees                        | \$ _____  |          |
| 8811 | Office Stationery & Supplies           | \$ _____  | \$ _____ |
| 8860 | Fees for Professional Services         | \$ _____  | \$ _____ |
| 8861 | Legal fees                             | \$ _____  | \$ _____ |
| 8862 | Accounting & Bookkeeping               | \$ _____  | \$ _____ |
| 8871 | Management and administration fees     | \$ _____  | \$ _____ |
| 8910 | Rental charges                         | \$ _____  | \$ _____ |
| 8911 | Real estate (rental)                   | \$ _____  | \$ _____ |
| 8914 | Equipment (rental)                     | \$ _____  | \$ _____ |
| 8915 | Motor vehicle (rental)                 | \$ _____  | \$ _____ |
| 8917 | Storage (rental)                       | \$ _____  | \$ _____ |
| 8960 | Maintenance and repairs                | \$ _____  | \$ _____ |
| 8961 | Maintenance and repairs (building)     | \$ _____  | \$ _____ |
| 8964 | Maintenance and repairs (machinery)    | \$ _____  | \$ _____ |
| 9130 | Supplies                               | \$ _____  | \$ _____ |
| 9131 | Small Tools                            | \$ _____  | \$ _____ |
| 9133 | Uniforms                               | \$ _____  | \$ _____ |
| 9134 | Laundry                                | \$ _____  | \$ _____ |
| 9150 | Computer related Expenses              | \$ _____  | \$ _____ |
| 9151 | Software Updates                       | \$ _____  | \$ _____ |
| 9152 | Internet                               | \$ _____  | \$ _____ |
| 9201 | Meetings and conventions               | \$ _____  | \$ _____ |
| 9220 | Utilities                              | \$ _____  | \$ _____ |
| 9224 | Fuel costs (except for motor vehicles) | \$ _____  | \$ _____ |
| 9225 | Telephone & telecommunications         | \$ _____  | \$ _____ |
| 9270 | Other                                  | \$ _____  | \$ _____ |
| 9275 | Delivery, freight, and express         | \$ _____  | \$ _____ |
| 9276 | Warranty expenses                      | \$ _____  | \$ _____ |
| 9976 | Legal Settlements                      | \$ _____  |          |

|      | Inventory                    | Sub-Total | GST Paid |
|------|------------------------------|-----------|----------|
| 8300 | Opening value                | \$ _____  |          |
| 8320 | Purchases                    | \$ _____  | \$ _____ |
| 8340 | Direct wage costs            | \$ _____  | \$ _____ |
| 8360 | Subcontracts                 | \$ _____  | \$ _____ |
| 8450 | Other Costs                  | \$ _____  | \$ _____ |
| 8457 | Freight & Duty (Acquisition) | \$ _____  | \$ _____ |
| 8500 | Closing Value                | \$ _____  |          |

|      | Employees and Contractors   | Sub-Total | Unpaid        |
|------|-----------------------------|-----------|---------------|
| 9060 | Salaries & wages            | \$ _____  | \$ _____ 2624 |
| 9066 | Employee Salaries           | \$ _____  | \$ _____ 2624 |
| 9061 | Commissions                 | \$ _____  | \$ _____ 2624 |
| 9063 | Bonuses                     | \$ _____  | \$ _____ 2626 |
| 9064 | Directors fees              | \$ _____  | \$ _____ 2625 |
| 9065 | Management Salaries         | \$ _____  | \$ _____ 2625 |
| 8620 | Employee benefits           | \$ _____  | \$ _____ 2627 |
| 8622 | Employer benefits (CPP&WCB) | \$ _____  | \$ _____ 2628 |
| 8621 | Group insurance benefits    | \$ _____  | \$ _____ 2627 |
| 8876 | Training Expenses           | \$ _____  | \$ _____ 2621 |
| 9110 | Sub-contractors             | \$ _____  | \$ _____ 2623 |

|      | Travel              | Sub-Total | GST Paid |
|------|---------------------|-----------|----------|
| 8523 | Food and Beverage   | \$ _____  | \$ _____ |
| 9200 | Transportation fees | \$ _____  | \$ _____ |
| 9200 | Accommodations      | \$ _____  | \$ _____ |
| 9200 |                     | \$ _____  | \$ _____ |

## Corporate Owned - Motor Vehicle

Year Purchased: 20\_\_\_\_ Purchase Price: \_\_\_\_\_

Make: \_\_\_\_\_ Model: \_\_\_\_\_

|                         |              |                   |
|-------------------------|--------------|-------------------|
| Total kilometres        | _____        |                   |
| Business kilometres     | _____        | GST Paid          |
| Sale Date: DD / MM / YY | \$ _____     | \$ _____          |
| 9281                    | Fuel and oil | \$ _____ \$ _____ |
| 9281                    | Car washes   | \$ _____ \$ _____ |
| 8690                    | Insurance    | \$ _____          |
| 8710                    | Interest     | \$ _____          |
| 8760                    | Registration | \$ _____ \$ _____ |
| 8762                    | Tolls        | \$ _____          |
| 8910                    | Parking      | \$ _____ \$ _____ |
| 8915                    | Leasing      | \$ _____ \$ _____ |
| 8962                    | Maintenance  | \$ _____ \$ _____ |

|      | Business Rented Space   | Sub-Total | GST Paid |
|------|-------------------------|-----------|----------|
| 9221 | Electricity             | \$ _____  | \$ _____ |
| 9222 | Water                   | \$ _____  | \$ _____ |
| 9223 | Heat                    | \$ _____  | \$ _____ |
| 9224 | Fuel (coal, Propane)    | \$ _____  | \$ _____ |
| 8690 | Insurance               | \$ _____  |          |
| 8713 | Mortgage Interest       | \$ _____  |          |
| 8911 | Rent                    | \$ _____  |          |
| 8913 | Condo fees              | \$ _____  |          |
| 8961 | Maintenance             | \$ _____  | \$ _____ |
| 9013 | Security (Alarm system) | \$ _____  | \$ _____ |
| 9180 | Property Taxes          | \$ _____  |          |

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|      |                                 | Assets   | Liabilities | GST Return (ITC)                       |  |
|------|---------------------------------|----------|-------------|----------------------------------------|--|
| 1000 | Cash and deposits               | \$ _____ | \$ _____    |                                        |  |
| 1002 | Bank Account                    | \$ _____ | \$ _____    | 2600 Bank overdraft                    |  |
| 1060 | Accounts receivable             | \$ _____ | \$ _____    | 2620 Accounts payable                  |  |
| 1061 | Allowance for doubtful accounts | \$ _____ | \$ _____    | 2624 Wages payable (T4)                |  |
| 1062 | Trade receivable                | \$ _____ | \$ _____    | 2621 Trade payable                     |  |
| 1066 | Taxes Receivable                | \$ _____ | \$ _____    | 2628 Withholding taxes (T4)            |  |
| 1483 | Taxes Recoverable               | \$ _____ | \$ _____    | 2680 Taxes payable (T2+GST)            |  |
| 1067 | Interest Receivable             | \$ _____ | \$ _____    | 2629 Interest payable (T5)             |  |
| 1120 | Inventories                     | \$ _____ | \$ _____    | 2962 Dividends payable                 |  |
| 1180 | Short-term Investments          | \$ _____ | \$ _____    | 2700 Short-term debt                   |  |
| 1240 | Loans receivable                | \$ _____ | \$ _____    | 2701 Bank loans                        |  |
| 1480 | Other                           | \$ _____ | \$ _____    | 2960 Other                             |  |
| 1484 | Prepaid Expenses                | \$ _____ | \$ _____    | 2920 Current portion of long term debt |  |
| 1300 | Due from Shareholder            | \$ _____ | \$ _____    | 2780 Due to shareholders               |  |
| 2180 | Due from Shareholder            | \$ _____ | \$ _____    | 3260 Due to shareholders               |  |
| 2300 | Long-term investments           | \$ _____ | \$ _____    | 3140 Long-term debt                    |  |
| 2360 | Long term Loans                 | \$ _____ | \$ _____    | 3143 Bank loan                         |  |
| 2361 | Mortgages                       | \$ _____ | \$ _____    | 3141 Mortgages                         |  |
| 2362 | Private/Credit card loan        | \$ _____ | \$ _____    | 3147 Private loan                      |  |
| 2364 | Line of credit                  | \$ _____ | \$ _____    | 3149 Line of credit                    |  |

#### Equipment – items of lasting value – Capital cost allowance (CCA)

|      | Description                   | Cost     | Proceeds |
|------|-------------------------------|----------|----------|
| 1600 | Land                          | \$ _____ | \$ _____ |
| 1680 | Buildings                     | \$ _____ | \$ _____ |
| 1681 | Accumulated amortization      | \$ _____ | MM - DD  |
| 1740 | Machinery and equipment       | \$ _____ | \$ _____ |
| 1741 | Accumulated amortization      | \$ _____ | MM - DD  |
| 1742 | Motor vehicles                | \$ _____ | \$ _____ |
| 1743 | Accumulated amortization      | \$ _____ | MM - DD  |
| 1744 | Large Tools and dies          | \$ _____ | \$ _____ |
| 1745 | Accumulated amortization      | \$ _____ | MM - DD  |
| 1770 | Small Tools                   | \$ _____ | \$ _____ |
| 1771 | Accumulated amortization      | \$ _____ | MM - DD  |
| 1774 | Computer equipment/software   | \$ _____ | \$ _____ |
| 1775 | Accumulated amortization      | \$ _____ | MM - DD  |
| 1787 | Furniture and fixtures        | \$ _____ | \$ _____ |
| 1788 | Accumulated amortization      | \$ _____ | MM - DD  |
| 1900 | Other tangible capital assets | \$ _____ | \$ _____ |
| 1901 | Accumulated amortization      | \$ _____ | MM - DD  |
| 1910 | Capital leases – Buildings    | \$ _____ | \$ _____ |
| 1911 | Accumulated amortization      | \$ _____ | MM - DD  |
| 1912 | Capital leases – Equipment    | \$ _____ | \$ _____ |
| 1913 | Accumulated amortization      | \$ _____ | MM - DD  |
| 1914 | Capital leases – Vehicles     | \$ _____ | \$ _____ |
| 1915 | Accumulated amortization      | \$ _____ | MM - DD  |
| 1916 | Capital leases – Others       | \$ _____ | \$ _____ |
| 1917 | Accumulated amortization      | \$ _____ | MM - DD  |
| 1918 | Leasehold improvements        | \$ _____ | \$ _____ |
| 1919 | Accumulated amortization      | \$ _____ | MM - DD  |
| 2010 | Intangible assets             | \$ _____ | \$ _____ |
| 2011 | Accumulated amortization      | \$ _____ | MM - DD  |
| 2018 | Incorporation costs           | \$ _____ | \$ _____ |
| 2019 | Accumulated amortization      | \$ _____ | MM - DD  |

#### Equity at year end

|      |                  |          |
|------|------------------|----------|
| 3500 | Common Shares    | \$ _____ |
| 3520 | Preferred Shares | \$ _____ |

#### Retained Earnings Information

|      |                                   |          |
|------|-----------------------------------|----------|
| 3660 | Retained earnings/deficit - Start | \$ _____ |
| 3680 | Net income/loss                   |          |
| 3700 | Dividends declared                | \$ _____ |
| 3701 | Cash Dividends                    | \$ _____ |
| 3849 | Retained earnings/deficit – End   | \$ _____ |

|      | Personal Costs        | Allowance       | GST included |
|------|-----------------------|-----------------|--------------|
| 8523 | Meals while traveling | # ____ @ \$17 = | \$ _____     |
| 8912 | Office - Use of Home  | \$ _____        |              |
| 9281 | Automobile Usage      | _____ KM        | \$ _____     |

#### Year-end Tax Adjustment

|         |                       | Debit    | Credit   |
|---------|-----------------------|----------|----------|
| CCA     | Dr # 8670 & Cr # ____ | \$ _____ | \$ _____ |
|         | Dr # ____ & Cr # ____ | \$ _____ | \$ _____ |
|         | Dr # ____ & Cr # ____ | \$ _____ | \$ _____ |
| Stock   | Dr # 8500 & Cr # 1120 | \$ _____ | \$ _____ |
| Payroll | Dr # 8622 & Cr # 2628 | \$ _____ | \$ _____ |
| Fees    | Dr # 8862 & Cr # 2621 | \$ _____ | \$ _____ |
| Taxes   | Dr # 9990 & Cr # 2680 | \$ _____ | \$ _____ |

|      |                            |                    |
|------|----------------------------|--------------------|
| 0001 | Registered Name:           | _____              |
| 0002 | Description of operation:  | _____              |
|      | Directors Name:            | _____              |
|      | Directors SIN:             | ____ - ____ - ____ |
|      | Incorporation Date:        | DD / MM / YY       |
|      | Year end:                  | DD / MM / YY       |
|      | Industry codes             | NAICS SICC         |
|      | CRA Registration           | _____ RC000_       |
|      | Province of incorporation: | _____ # _____      |