

K**M**

Important information to know when starting up your Business.

- 1) Auto km in log book;
** Re: When Driving to give out quotes
or when marketing
To and From job sites
- 2) Cash expenses (no receipts);
Keep log book
Date Description Amount
Re: Pay telephone, parking, car washes, meals (write on receipts when received
who you took out for lunch or dinner and for what type of business ie: new
contract tile job
- 3) Keep all invoices, receipts, deposits, etc. for six (6) years from assessment date.
- 4) House expenses;
Mortgage Interest
Insurance - House
Property Tax
Heat/Water/Hydro
Repairs & Maintenance
- 5) Overhead Expense;
Material costs
Casual Labour
Advertising
Accounting Fee
Business Insurance
Auto Insurance
Auto Fuel
Auto Repairs & Maintenance
Licences/Dues/Memberships
Meals
Office - Software 100% Deductible
- Supplies
Telephone
- 6) Value all assets you are bringing into business ie: tools, computer, office furniture &
fixtures, vehicles etc.

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www.a-managementsolution.com