


# BUSINESS TAX EXPENSE GUIDE



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KC & COMPANY

[www.kcandcompany.com](http://www.kcandcompany.com)

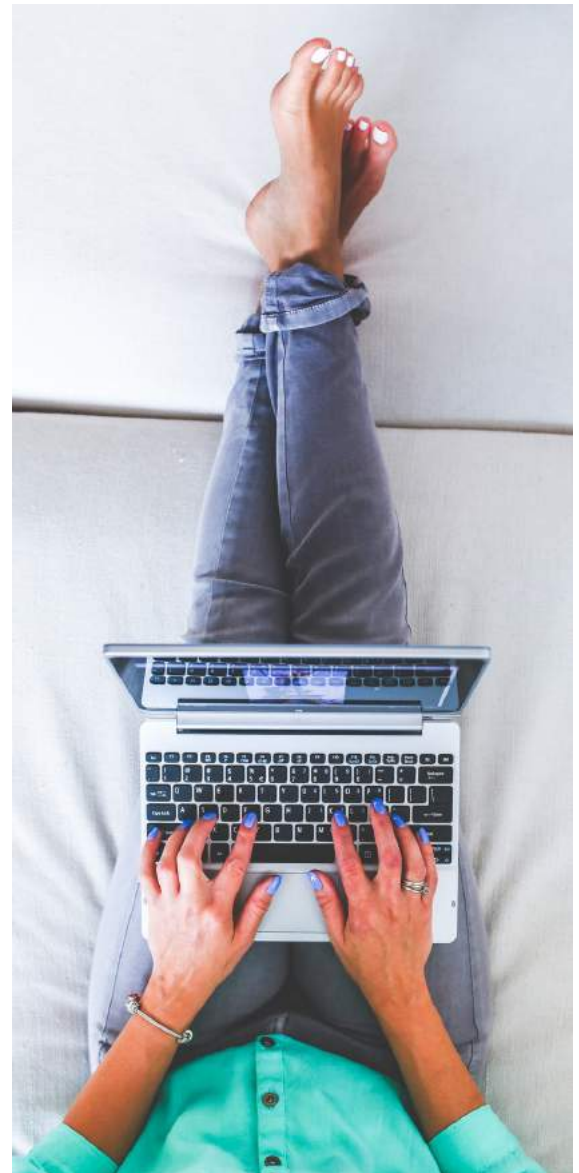
# ONLINE BUSINESS MADE EASY



You're way too busy to be Googling your way through bookkeeping. You're tired (in more ways than one) of lying awake at night, thinking of the looming piles of paperwork. Maybe you've even talked to an accountant and they totally didn't get the 'online business' thing. You just need someone to show you what to do, help you do it, or even do it all for you. We make online business bookkeeping simple – whatever that means to you!

## Kelly Christian

OWNER OF KC & COMPANY



# 10 EXPENSE AND FILING CATEGORIES

## 01

### GROSS RECEIPTS FROM SALES OR SERVICES

- Sales records (invoices, sales receipts etc)
  - Beginning & Ending inventory (if applicable)
  - Items removed/used for personal purposes (if applicable)
  - Returns or discounts
  - Interest income from business bank account(s)
  - Bad debt recovery & fuel tax refunds
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## 02

### VEHICLE EXPENSES

- Motor vehicle lease payments/loan interest
  - Repairs & Maintenance - oil changes, tires etc (for business)
  - Gas and mileage (must have a log book to claim on taxes)
  - Log or receipts for public transportation (local)
  - Parking fees, tolls
  - Insurance
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## 03

### TRAVEL EXPENSES

- Airfare & Accommodation
  - Business entertainment & tips
  - Laundry
  - Internet connection (hotel, Internet cafe, etc.)
  - Costs of passports for self, employees travelling for business purposes
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## 04

### BUSINESS EXPENSES

- Mortgage Interest on a building owned by the business
  - Interest & Fees on Business Loan
  - Bank Fees (check charges, monthly charges, bank wire & overdraft fees)
  - Office space rent
  - Professional membership dues
  - Professional Fees (legal, accounting, bookkeeping, architectural, business consulting, marketing consulting) and other contractor expenses
  - Moving Expenses
  - Cost of goods sold and merchant fees
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# 10 EXPENSE AND FILING CATEGORIES

## 05

### ASSET PURCHASES & EXPENSES

- Purchase of equipment, furniture, vehicle
- Lease Payments
- Maintenance, Repairs (building, grounds, equipment)

**Be sure to keep a file of assets separate from expense file**

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## 06

### BUSINESS INSURANCE & TAXES

- Equipment or machinery insurance
  - Casualty loss, errors, and omissions
  - Property Tax
  - Fire & liability
  - Losses from theft, fraud, damage from natural disasters
  - Self-employed Insurance premiums: Health, Dental & long-term care)
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## 07

### BUSINESS UTILITIES

- Telephone & Telecommunications (phones, internet, television & other communication uses for business purposes)
  - Utilities (direct business proportion only - Business use of home utilities is recorded differently)
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## 08

### ADVERTISING & PROMOTIONAL

- Donated products, samples & other items
  - SEO services, PPC ads, Facebook, AdSense, Youtube ad fees, buying marketing lists, etc
  - Website & Online Business Expenses (hosting, domain name charges, graphics, plug-ins, etc.
  - Business Gifts (must be documented)
  - Charitable Contributions
  - Trade Show Exhibition and/or Attendance including (Travel, Admission Fees, Costs of booths, exhibits)
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# 10 EXPENSE AND FILING CATEGORIES

## 09

### PROFESSIONAL DEVELOPMENT

- Business related education including courses, classes, seminars, educational tapes or video
  - Training programs, memberships including books, online books, marketing programs, coaching fees, etc.
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## 10

### OTHER EXPENSES

- Postage & Shipping
  - Office Supplies (paper, pens, staples, other consumables, etc.)
  - Software & Subscription Costs
  - Meals & Entertainment (you can only claim 50% except for special circumstances)
  - Depreciation of equipment, furniture, vehicle (sales price & disposition date of any assets sold)
  - Other supplies needed to run your business that are not a direct costs of your product, such as books, tools or equipment less that \$500 and will be used within a year
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### Does all of this seem overwhelming or read like Greek to you?

If so, we can help interpret and point you in the right direction. There are lots of ways we can work together and we'd love to find the one that best fits your particular needs and budget. [Check out our services here.](#)

Ready to talk now or need some quick help figuring something out?

**Book a free 20 minute question/consult**/meet & greet appointment [here.](#)

I'd love to meet you in a virtual meeting room!

# CANADA REVENUE AGENCY EXPENSE LINKS

Want more details about what you can claim in each category?

Check out these links to the CRA website for many of the expense categories.

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- [Advertising \(Line 8521\)](#)
- [Allowance on eligible capital property \(Line 9935\)](#)
- [Bad debts \(Line 8590\)](#)
- [Business start-up costs](#)
- [Business tax, fees, licences, dues, memberships, and subscriptions \(Line 8760\)](#)
- [Business-use-of-home expenses \(Line 9945\)](#)
- [Capital cost allowance \(Line 9936\)](#)
- [Current or capital expenses](#)
- [Delivery, freight, and express \(Line 9275\)](#)
- [Fuel costs \(except for motor vehicles\) \(Line 9224\)](#)
- [Insurance \(Line 8690\)](#)
- [Interest \(Line 8710\)](#)
- [Legal, accounting, and other professional fees \(Line 8860\)](#)
- [Maintenance and repairs \(Line 8960\)](#)
- [Management and administration fees \(Line 8871\)](#)
- [Meals and entertainment \(allowable part only\) \(Line 8523\)](#)
- [Motor vehicle expenses](#)
- [Office expenses \(Line 8810\)](#)
- [Prepaid expenses](#)
- [Property taxes \(Line 9180\)](#)
- [Rent \(Line 8910\)](#)
- [Salaries, wages, and benefits \(including employer's contributions\) \(Line 9060\)](#)
- [Supplies \(Line 8811\)](#)
- [Telephone and utilities \(Line 9220\)](#)
- [Travel \(Line 9200\)](#)
- [Other expenses \(Line 9270\)](#)