

**ORGANIZING**

**YOUR**

**BUSINESS**

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## **ORGANIZING YOUR BUSINESS**

### WHAT SUPPLIES DO I NEED?

1. Box
2. Hanging Files
3. File Folders
4. Envelopes

### NOW WHAT?

1. Organize hanging files by category  
(see separate list)
2. When in doubt - - - keep it!!!  
(it is easier to throw something out when you find out you don't need it for tax purposes, rather than having to reconstruct it, or get copies.

**WHY PAY MORE TAXES! CLAIM EVERYTHING YOU CAN!**

## HANGING FILES BY CATEGORY

### HANGING FILES:

Car:

Mileage Records  
Gas & Oil  
Repairs & Maintenance  
Insurance  
Car Washes  
Parking  
Car Purchase

Home:

Heat  
Hydro  
Insurance  
Maintenance  
Mortgage/Taxes/Rent

Sales:

Invoices

Other Income:

Other

Purchases:

Invoices

Other:

Accounting/Collection/Legal  
Advertising/Promotion  
Conferences  
Meetings/Training Costs  
Delivery/Freight  
Computer/Other Equipment Rental  
Insurance  
Bank Statements  
Visa  
Mastercard  
Meals/Entertainment  
Travel

Office:

Postage  
Office Supplies  
Telephone - Long Distance

Equipment:

Equipment Purchases  
Equipment Information

NAME \_\_\_\_\_ YEAR ENDING \_\_\_\_\_

**GENERAL INFORMATION**

Total Sales - without tax \_\_\_\_\_

Other Income - commissions, interest, etc. \_\_\_\_\_

Opening inventory (last year's closing inventory) (if needed) \_\_\_\_\_

Purchases - along with any delivery charges \_\_\_\_\_

Closing inventory (what's left on your shelf at year end - at cost) \_\_\_\_\_

Advertising and promotion \_\_\_\_\_

Bad Debts \_\_\_\_\_

Business Fees (registration, etc.) \_\_\_\_\_

Delivery, freight (not deducted under purchases) \_\_\_\_\_

Insurance (inventory, liability) \_\_\_\_\_

Interest, bank charges \_\_\_\_\_

Meals and entertainment - Total \_\_\_\_\_ 50% \_\_\_\_\_

Office expenses (postage, stationery, etc.) \_\_\_\_\_

Accounting, collection, legal costs \_\_\_\_\_

Supplies \_\_\_\_\_

Travel expenses (except automobile) \_\_\_\_\_

Long distance telephone calls \_\_\_\_\_

Meetings & training costs \_\_\_\_\_

Depreciation (office furniture, computer equipment,  
TV's, VCR's, etc. over \$200) \_\_\_\_\_

Software \_\_\_\_\_

Convention expenses (not including meals) \_\_\_\_\_

Computer & other equipment rental \_\_\_\_\_

NAME \_\_\_\_\_ YEAR ENDING \_\_\_\_\_

**CAR EXPENSES**

Odometer reading at beginning of year \_\_\_\_\_

Odometer reading at end of year \_\_\_\_\_

Total km. driven in taxation year to earn income \_\_\_\_\_

Total km. driven in taxation year \_\_\_\_\_

Total gas and oil expenses \_\_\_\_\_

Total repairs and maintenance \_\_\_\_\_

Total lease payments (if car is leased) \_\_\_\_\_

Total car washes \_\_\_\_\_

Total insurance expense \_\_\_\_\_

Total license \_\_\_\_\_

Total short term rentals \_\_\_\_\_

Total interest on money borrowed to purchase car \_\_\_\_\_

Capital Cost Allowance:

- when did you buy the car \_\_\_\_\_

- how much did it cost \_\_\_\_\_

Total parking (business only) \_\_\_\_\_

NAME \_\_\_\_\_ YEAR ENDING \_\_\_\_\_

**BUSINESS USE OF HOME**

Total square footage of your home \_\_\_\_\_

Square footage used for business \_\_\_\_\_

Total heat \_\_\_\_\_

Total hydro – electricity \_\_\_\_\_

Total insurance \_\_\_\_\_

Total repairs and maintenance \_\_\_\_\_

Total mortgage interest \_\_\_\_\_

Total property taxes \_\_\_\_\_

Or total rent \_\_\_\_\_

Other \_\_\_\_\_

