

## CASE 1: SARAH FARROW – SINGLE MOM

Sandra Farrow is a “single mom” who has been divorced for 10 years. She is employed full-time at AGT Windows & Doors Inc. where she works in the Operations & Logistics department. She has provided us with the following personal information:

<b>SIN</b>	999 999 998 (Enter any SIN number)
<b>Address</b>	8 Davenport Road. Halifax, Nova Scotia
<b>Date of Birth</b>	March 12, 1978

(For Provincial Returns, change the city, and Province of residence. Also change the Province of employment on the T4 slip in your software program)

In this position, Sandra is responsible for scheduling and ensuring that the company’s work & installation crews have everything needed to install the windows and doors purchased by customers. This requires her to make visits to both customer homes/businesses as well as various jobs on occasion to deliver materials necessary for project completion. She receives a flat vehicle allowance of \$265 per month.

Sandra has two young children that live with her full time:

<b>Marco DiMatteo:</b>	4 years old and born on April 19, 2019
<b>Julianna DiMatteo:</b>	9 years old and born on July 3, 2014

Her ex-spouse (Anthony Catalda) gets to pick up the kids every other weekend. Anthony pays spousal and child support to Sandra monthly based on a court order for the following amounts:

<b>Spousal support:</b>	\$ 680/month
<b>Child support:</b>	\$ 1,108/month

She has a pension plan at work but also wants to contribute to RRSP and TFSA. According to her CRA MyAccount that we downloaded (Sandra provided us with access to her account), she has an RRSP contribution limit of \$ 97,888. She also provided a Notice of Assessment from last year that confirms this amount.

She contributes to her registered plans monthly, as follows:

<b>RRSP:</b>	\$350/month
<b>TFSA:</b>	\$500/month

She received two slips from TD Waterhouse for her RRSP contributions as follows:

<b>TD Waterhouse</b>	First 60 days of 2023 - \$700.00
<b>TD Waterhouse</b>	Remainder of year 2022 - \$3,500.00

Sarah has provided us with a completed *T2200 Declaration of Conditions of Employment* form from her employer with her documentation. Everything on the form looks to be in order. We reviewed last year's return and *Notice of Assessment* and saw that she received a GST/HST rebate of \$278. Our bookkeeper has gone through the documents and receipts provided by Sarah for her car expenses. These were the results of that work:

**Vehicle expenses - 2022**

Gas	\$ 3,028
Insurance	\$ 1,979
Maintenance	\$ 2,112
CAA	\$ 149
Lease	\$ 487/month
Washes	\$ 97

**Vehicle information**

2021 Honda Civic	\$34,850
Lease start	March 18, 2021
Lease end	March 17, 2024
Total km's	17,850 kms
Employment	6,182 kms

Sarah's mother helps out with watching the children. However, Sarah does pay child care fees for those times when her mom is unable to take care of them. She provided us with receipts for her child care. Amanda is Sarah's 21-year old neighbour who she gets to babysit the kids on occasion.

Little Tykes Childcare – For Marco:	\$ 3,028
Amanda Gray – for Julianna:	\$ 940
(SIN 495 111 222)	

Sarah is a new client and she has asked our firm to prepare her 2022 personal tax return.