



587-390-1200

**STATEMENT OF MONTHLY INCOME AND EXPENSES FROM
A BUSINESS OR FROM SELF EMPLOYMENT**

NAME _____

ADDRESS _____

ACCOUNT NUMBER _____ TELEPHONE NUMBER _____

Reporting from 1st day of _____ / _____ to last day of _____ / _____
Month Year Month Year

(Business Name)

(Type of Business)

(Business Address)

(Business Phone #)

REVENUES

SALES/GROSS REVENUE _____
 Less: Customer Refunds (_____) _____
 Other Income - Please Specify _____
 GROSS REVENUE \$ _____

COST OF GOODS SOLD:
 Inventory at beginning of period _____
 Add: Purchases (Including Freight Delivery) _____
 Less: Inventory at the end of Period (_____) _____
 Add: Personal Use of Products _____
 COST OF GOODS SOLD \$ _____

GROSS PROFIT **A** \$ _____

EXPENSES [Do not include GST paid on Expenses if you claim the GST deduction (C)]

Advertising _____
 Business tax, fees, licenses, dues _____
 Insurance _____
 Interest, Bank Charges _____
 Equipment Maintenance and Repairs _____
 Motor Vehicle Expenses _____
 Office Supplies _____
 Business Rent _____
 Business Utilities _____
 Salaries (paid to employees) _____
 Miscellaneous - Please Specify _____
 Deduct: Personal use of Expenses \$ _____

TOTAL EXPENSES **B** \$ _____

GST If you remit GST to Revenue Canada, you may be able to claim this as an expense, proof of remittance must be provided. **C** \$ _____

NET INCOME [A -(B+C)] \$ _____

DRAWINGS OR SALARY PAID TO SELF \$ _____

I declare the information contained in this form to be true, correct and complete. I will provide all receipts and any other verification to back up this document upon request. I authorize Calgary Housing Company to analyze the Financial Statements and supporting documents and to make inquiries wherever it is deemed necessary to verify the facts. I understand that the information provided in these statements is subject to audit by Calgary Housing Company. I understand there may be legal penalties for making a false, misleading or incomplete statement to the Calgary Housing Company. I understand I may be required to supply an unaudited Financial Statement prepared by a Chartered or Certified Accountant, and a copy of income tax at move-in and each Annual Rent Review.

Tenant/Applicant Signature

Date

If this statement has been prepared by someone other than the Tenant/Applicant, please provide:

As _____ is not fluent in the English language or is illiterate, this statement was prepared with his/her input, it was read and explained to him/her, who fully understood and agreed with the contents of the statement.

Printed Name

Signature

Date

INVENTORY AT BEGINNING OF PERIOD

This is the same figure as Inventory at the end of period from your previous month's statement.

INVENTORY AT END OF PERIOD

This figure is to be carried forward to the Inventory at beginning of period on your next month's statement. This is what you paid for unsold goods.

ACCOUNTING AND LEGAL FEES

Fees paid to accounting firms for unaudited Financial Statement preparation and income tax preparation relating to the business. Amounts paid to lawyers for legal matters relating to the operation of the business.

ADVERTISING

Business advertising costs

BUSINESS TAX, FEES AND BUSINESS LICENSES

Fees paid to obtain business licenses amounts paid to keep your membership in a trade association, etc.

INSURANCE

Liability insurance and property insurance on business property, outside the home you live in, relating to the operation of the business

INTEREST, BANK CHARGES

Bank account fees and interest paid on loans that relate to the operation of the business. Please note: Interest on loan is deductible; the personal portion of a loan repayment is not deductible.

EQUIPMENT MAINTENANCE AND REPAIRS

Tool and equipment repair expenses on equipment used by the business to earn income.

VEHICLE EXPENSES AND MAINTENANCE

Costs to maintain business vehicles, includes gas, oil, insurance, registration and vehicle repair costs, less personal use. Please Note: Deduct personal use on Adjustments Line.

OFFICE

Materials and supplies used in the day-to-day operations of the office; examples would be pens, file folders, printed matter and other miscellaneous items including postage costs. Please Note: Rent and utility costs for the business use of a work space in your home are not considered a deductible expense within the Community Housing Program.

SALARIES

Salaries, wages, bonuses, commissions paid to employees. Also includes employers contributions for EIC, CPP, WCB, etc.

MISCELLANEOUS

- Other items not mentioned above. Please specify.
- Capital Cost Allowance, amortization or depreciation are not considered as expenses for rent calculation purposes.
- Includes such items as fees paid to collection agencies and any small claims court cost fees resulting from efforts made to collect receivables. Amounts Uncollectible on accounts which have been already included in income.

GST

Can be claimed as an expense only where remitted to Revenue Canada. You must attach a receipt.

MOTOR VEHICLE EXPENSES

Can be claimed on a business vehicle only where the operation of the business depends on use of the vehicle.