



587-390-1200

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

NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_

ACCOUNT NUMBER \_\_\_\_\_ TELEPHONE NUMBER \_\_\_\_\_

Reporting from 1<sup>st</sup> 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	_____	
<b>GROSS REVENUE</b>		<b>\$ _____</b>

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

**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		<b>\$ _____</b>

**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.