BRITISH COLUMBIA | Ministry of Social Development and Social Innovation

REINVESTMENT / ASSET STATEMENT TRACKING

Case #

The personal information requested on this form is collected under the authority of and will be used for the purpose of administering the *Employment and Assistance Act* and the *Employment and Assistance for Persons with Disabilities Act.* The disclosure of personal information is subject to the provisions of the *Freedom of Information and Protection of Privacy Act.* Any questions about the collection, use or disclosure of this information should be directed to your local Employment and Assistance Office.

FOR THE MONTH OF _____ Year _____ SUBTOTAL CARRIED OVER FROM PAGE # _____

DAY	PURCHASED FROM (NAME)	DESCRIPTION OF REINVESTMENT / ASSET	AMOUNT	APPROVE
				☐
				☐
				☐
				☐
				☐
				☐
				☐
				☐
				☐
				☐
				☐
				☐
				☐
TOTAL Reinvestments		**(C)**		

PERMITTED REINVESTMENTS

Capital Assets - e.g., purchases of business tools and equipment over $200 which enhance the long-term viability or functionality of the business and which are approved as part of the business plan.

Cash Asset Account - e.g., accumulation of cash asset account to a maximum total of $5,000.

Home Renovations - e.g., only where essential to the operation of the business and where approved in the business plan, to a maximum of $5,000.

Supplies / Inventory - these items may be classified as operating expenses. To prevent inventory overstock, supplies and inventory should be limited to the amount of materials required during a one-month period.

Signature of Client	Print Name	Date signed (YYYY MMM DD)
Signature of Contracted Service Provider	Print Name	Date signed (YYYY MMM DD)

Instructions:
- Record all money reinvested in the business.
- Record all assets purchased or used for the business.
- Record amounts in cash asset account.
- Attach copies of all receipts. Provide copies of bank statements.
- Use additional pages as required.
- Record all business loans received.

SAMPLE