

SELF-EMPLOYMENT PROGRAM CLIENT MONTHLY REPORT

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 collection, use and disclosure of personal information is subject to the provisions of the *Freedom of Information and Protection of Privacy Act*. Any questions about this information should be directed to your local Employment and Assistance Office.

CLIENT NAME	ADDRESS	PHONE NUMBER
BUSINESS NAME	ADDRESS	PHONE NUMBER
MINISTRY WORKER	PHONE NUMBER	
MONTH ENDED	(For more detailed instructions, see HR3010 worksheet)	

MONEY RECEIVED

1	Business cash receipts (revenues received)	
2	Business loans received in current month (only for clients with a Ministry approved business plan)	
3	Withdrawals from reserve account	
4	Business loans received (but not used) in previous month (only for clients with a Ministry approved business plan)	
5	Other (Please describe below - e.g. proceeds from sale of equipment)	
		(A)
	Total Cash Receipts	0.00

USE OF MONEY RECEIVED

(Please provide details of what you used your total cash receipts for)

6	Deposited in cash reserve account	
7	Purchased permitted business assets (including equipment)	
8	Purchased permitted business inventory	
9	Retained loan funds received (but not used) (only for clients with a Ministry approved business plan)	
10	Expended on permitted business expenditures (i.e., not assets or inventory)	
11	Loan payments - principal and interest paid (includes credit cards and line of credit)	
11A	Other (Please describe)	
		(B)
	Total	0.00

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12	Personal Amount Retained (C)	(A - B = C)	0.00
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ASSET POSITION AT END OF MONTH

13	Amount retained in cash	
14	Business assets (including equipment)	
15	Business inventory	
16	Loans received (but not used) (only for clients with a Ministry approved business plan)	

DECLARATION

I, _____ verify that the information on this report is true and correct, is based on actual transactions of my business and includes all transactions for the month ended _____.

CLIENT SIGNATURE _____ DATE SIGNED (YYYY MM DD) _____

LINE REFERENCES:

- 7 Permitted business assets including equipment are only those acquired and used in conducting the business.
- 9 Applies only to persons with a Ministry approved business plan. Use of loans funds is not restricted to asset purchases, but it is restricted to the purposes set out in the business plan. These funds should not be held in the reserve account or a client may be found ineligible for exceeding the reserve account limit.
- 10 Permitted business expenditures are established by regulation and mean costs, charges and expenses incurred by a person in the operation of a small business, under a self-employment program in which the person is participating for the following:
- business supplies and products
 - accounting and legal services
 - advertising
 - taxes, fees, licences and dues
 - business insurance
 - interest and bank charges
 - loan repayments
 - maintenance and repairs to equipment
 - gross wages paid to employees
 - motor vehicle expenses
 - premiums for employment insurance or workers' compensation benefits
 - employer contributions for employment insurance, workers' compensation or the Canada Pension Plan

LINE REFERENCES (CONT'D)

10 (cont'd)

- rent and utilities
- office expenses
- equipment rentals

Permitted business expenditures do not include:

- wages paid to yourself or to a person in your family unit
- rent and utilities for the place of residence of yourself or a person in your family unit unless
 - (a) there is an increase for rent or utilities and the increase is attributable to the business, and
 - (b) the increase is not provided for in the calculation of your family unit's shelter allowance under schedule A of the Employment and Assistance Regulation or the Employment and Assistance for Persons with Disabilities Regulation (whichever is applicable).

12 This amount includes both personal expenditures and business expenditures that are not permitted business expenditures for the business (e.g. hospitality, entertainment and travel). This amount must be reported as earned income on form SD0081 for the applicable month and will not compromise your eligibility for monthly benefits as long as the amount does not exceed your allowable exemption. (Remember to consider whether you have other sources of income that will count towards your exemption).

Note: These funds must not be held in the cash reserve account, or a client may be found ineligible for exceeding the reserve account limit.

13 Maximum of \$5000.00 may be saved in cash reserve account without compromising eligibility for income or disability assistance, or supplements.

14, 15, &16 For clients with Ministry approved business plans, the sum of business assets (including equipment), business inventory plus any loan funds advanced must not exceed \$50,000, unless a higher amount is authorized in a Ministry approved business plan. Exceeding this limit will compromise eligibility for income or disability assistance, or supplements.

For a client who the ministry has not required to have a business plan, a loan is exempt if proceeds deposited in a cash reserve account do not exceed \$5,000. The total value of business assets including equipment and inventory cannot exceed \$50,000. Exceeding either of these limits will compromise eligibility for income or disability assistance, or supplements.