

Writing a Business Plan - One Step at a Time

A step-by-step system for new entrepreneurs.

Booklet 1 - The Personal Financial Statement



Personal Financial Statement

Your Personal Financial Statement is the first form your banker will require. Sometimes, it is better to complete this form first and then talk to a banker.

If you are not single, you need to **complete this statement as a couple**. It must contain information from both you and your spouse (wife, husband, common-law partner). Bankers will want a very clear picture of what you own and what you owe, *together!* Because you and your spouse function as a family, your spouse's financial position will affect your business. **Don't forget your spouse's signature, social insurance number and birth date.**

If you have decided that you want to start this business with a **partner**, other than your spouse, a personal financial statement will have to be completed by you and each of your partners.

It is extremely important that you use resale or "present value" when pricing used items. If you are having trouble finding resale value, talk to real estate agents, and people who specialize in selling used items such as pawnshops, used or consignment stores, car and equipment dealers, or auctioneers.

Always remember to include all taxes when estimating your costs to purchase items.

Worksheets

- 1-1 Your Personal Information
- 1-2 Financial Information
- 1-3 Detailed List of What You Owe or Own
- 1-4 Statement of Assets and Liabilities
- 1-5 Personal References

1-1 JOHN'S PERSONAL INFORMATION - Please Print

Your Information

First Name	Middle Names	Last Name	Birthdate	Social Insurance Number
<i>John</i>	<i>Terry</i>	<i>Smith</i>	<i>28 / 09 / 55</i>	<i>555 545 232</i>
Occupation	Employed By:	For How Long	Work Phone	Previous Employer
<i>Mechanic</i>	<i>G.M. Sales, Timmons</i>	<i>3 years</i>	<i>555-3422</i>	<i>Ted Willis, Headville</i>

**Your Spouse's Information
(Wife, Husband, or Common-Law Partner)**

First Name	Middle Names	Last Name	Birthdate	Social Insurance
<i>Susan</i>	<i>Francis</i>	<i>Smith</i>	<i>13 / 11 / 57</i>	<i>555 656 232</i>
Occupation	Employed By:	For How Long	Work Phone	Previous Employer
<i>Receptionist</i>	<i>Dr. Walker, Timmons</i>	<i>3 years</i>	<i>555-5678</i>	<i>Co-op, Headville</i>

Other Household Information

Own **Rent**
 Other: _____

How long have you lived here?	Address	City/Town	Province	Postal Code
<i>2 Months 3 Years</i>	<i>Box 357</i>	<i>Timmins</i>	<i>SK</i>	<i>S5H 6T9</i>

Home Phone *(306) 555-7654*

Number of Dependents:

Fax *N/A*

Marital Status (Please Circle)

Cellular Phone *(306) 555-5432*

Single Married Common-Law

Email *N/A*

Separated Divorced

1-1 YOUR PERSONAL INFORMATION – Please Print

Your Information				
First Name	Middle Names	Last Name	Birth Date	Social Insurance Number

Occupation	Employed By:	For How Long	Work Phone	Previous Employer

Your Spouse's Information

(Wife, Husband, or Common-Law Partner)

First Name	Middle Names	Last Name	Birth Date	Social Insurance

Occupation	Employed By:	For How Long	Work Phone	Previous Employer

Other Household Information

<input type="checkbox"/> Own <input type="checkbox"/> Rent <input type="checkbox"/> Other: _____				
How long have you lived here?	Address	City/Town	Province	Postal Code

Home Phone		Number of Dependents:
Fax		
Cellular Phone		Marital Status (Please Circle) Single <input type="checkbox"/> Married <input type="checkbox"/> Common-Law <input type="checkbox"/> Separated <input type="checkbox"/> Divorced <input type="checkbox"/>
Email		

1-2 JOHN & SUSAN SMITH'S FINANCIAL INFORMATION

Your Main Financial Information (Bank, Credit Union, etc.)		<i>Mybanks Inc.</i>		
Phone	Address	City/Town	Province	Postal Code
(306) 555-9876	Box 765	Timmins	SK	S5H 6T9
Income Sources (Money you receive each month)		General Information about you and your spouse: (Circle Yes or No) Please provide details if you answer Yes to any of the following questions.		
Your Monthly Wages	\$1,500	Have you co-signed or guaranteed a loan for anyone? <div style="text-align: right;"> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No </div>		
Your Spouses Monthly Wages	\$1,000	Have you ever had an asset repossessed? <div style="text-align: right;"> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No </div>		
Monthly Rent Received		Have you ever declared bankruptcy? <div style="text-align: right;"> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No </div>		
Monthly Child Allowance	\$300	Is anyone claiming you owe them money? <div style="text-align: right;"> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No </div>		
Employment Insurance		Is anyone taking legal action against you? <div style="text-align: right;"> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No </div>		
Pensions <i>(For my lost toe)</i>	\$200	Do you owe any back taxes? <div style="text-align: right;"> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No </div>		
Other Government Assistance		<i>Details: Yes, \$200 for last year's house taxes. I have appealed and am waiting for a decision.</i>		
Student Loans				
Other Income				
Total Income	\$3,000			

1-2 YOUR FINANCIAL INFORMATION

Your Main Financial Information (Bank, Credit Union, etc.)				
Phone	Address	City/Town	Province	Postal Code
Income Sources (Money you receive each month)		General Information about you and your spouse: (Please Circle Yes or No)		
		Please provide details if you answer Yes to any of the following questions.		
Your Monthly Wages		Have you co-signed or guaranteed a loan for anyone? <input type="checkbox"/> Yes <input type="checkbox"/> No		
Your Spouses Monthly Wages		Have you ever had an asset repossessed? <input type="checkbox"/> Yes <input type="checkbox"/> No		
Monthly Rent Received		Have you ever declared bankruptcy? <input type="checkbox"/> Yes <input type="checkbox"/> No		
Monthly Child Allowance		Is anyone claiming you owe them money? <input type="checkbox"/> Yes <input type="checkbox"/> No		
Employment Insurance		Is anyone taking legal action against you? <input type="checkbox"/> Yes <input type="checkbox"/> No		
Pensions		Do you owe any back taxes? <input type="checkbox"/> Yes <input type="checkbox"/> No		
Other Government Assistance		Any other comments:		
Student Loans				
Other Income				
Total Income				

1-3 DETAILED LIST OF WHAT JOHN & SUSAN OWN OR OWE

Please complete and transfer Totals to next page.

	ASSETS: What you own	LIABILITIES: What you owe	Where are the assets located or where is the money owed?
(A) Stocks & Bonds			
(B) Money Receivable -Tom Tiller	\$800		
(C) Other Equipment - Auto Repair Tools - Personal Tools	\$4,000 \$2,000	\$400	TransCredit, Saskatoon, 555-7698
(D) Rec Vehicles, Boats, Trailers, etc. - 1994 Skidoo	\$3,500		
(E) Real Estate – Residence (Legal Description) -Lot 2, Blk. 12 Plan AG4321	\$40,000	\$33,000	Timmons Mybanks Inc. 555-4354
(F) Real Estate – Other - Shop 50 X 60 - Lot 3, blk. 12, Plan AG4321	\$8,000		
(G) Credit Cards - Visa - MegaStore		\$270 \$400	King's Bank Visa MegaStore

1-3 DETAILED LIST OF WHAT YOU OWN OR OWE

Please complete and transfer Totals to next page.

	ASSETS: What you own	LIABILITIES: What you owe	Where are the assets located or where is the money owed?
(A) Stocks & Bonds			
(B) Money Receivable			
(C) Other Equipment			
(H) Rec Vehicles, Boats, Trailers, etc.			
(I) Real Estate – Residence (Legal Description)			
(J) Real Estate – Other (Legal Description)			
(K) Credit Cards			

1-4 STATEMENT OF ASSETS AND LIABILITIES

	NAME -(You and your spouse)			DATE -
	<i>John & Susan Smith</i>			<i>April 10, 2000</i>
	ASSETS: What You Own	LIABILITIES: What You Owe:	Monthly Payment	Where are assets located or where is the money owed?
Chequing	\$934			
Savings	\$4,300			
Retirement Savings	\$13,000			
Life Insurance Savings				
Stocks & Bonds				<i>From Worksheet 1-3 (A)</i>
Money Receivable	\$800			<i>From Worksheet 1-3 (B)</i>
Household Items	\$10,000			
Other -				
Car - 1994 Chev Bomber	\$2,000			
½ Ton - 1994 Ford Rover	\$3,000			
Other Vehicles				
Other Equipment	\$6,000	\$400	\$78	<i>From Worksheet 1-3 (C)</i>
Rec Veh., Boats, Trailers	\$3,500			<i>From Worksheet 1-3 (D)</i>
Real Estate -Residence	\$40,000	\$33,000	\$432	<i>From Worksheet 1-3 (E)</i>
Real Estate - Other	\$8,000			<i>From Worksheet 1-3 (F)</i>
Other Bank Loans				
Credit Cards		\$670	\$57	<i>From Worksheet 1-3 (G)</i>
Back Taxes		\$200	--	<i>Town of Timmons</i>
Student Loans				
Other				
TOTALS	\$91,534	\$34,270	\$567	
Net Worth	What you own	What you owe	=	\$57,264

I declare that the statements made here and on any attached documents are, to the best of my knowledge, true and accurate. I consent to allow my financing institution to make any inquiries necessary to reach a decision on this application and allow them to give out credit information to credit reporting agencies and anyone with whom I have financial dealings.

Signature *John T. Smith*

Date: *April 10, 2000*

Spouse's Signature *Susan F. Smith*

Date: *April 10, 2000*

1-4 STATEMENT OF ASSETS AND LIABILITIES

	NAME -(You and your spouse)			DATE -
	ASSETS: What You Own	LIABILITIES: What You Owe:	Monthly Payment	Where are assets located or where is the money owed?
Chequing				
Savings				
Retirement Savings				
Life Insurance Savings				
Stocks & Bonds				
Money Receivable				
Household Items				
Other				
Car				
Other Vehicles				
Other Equipment				
Rec Veh., Boats, Trailers				
Real Estate -Residence				
Real Estate - Other				
Other Bank Loans				
Credit Cards				
Back Taxes				
Student Loans				
Other				
TOTALS				
Net Worth	What you own	What you owe	=	

I declare that the statements made here and on any attached documents are, to the best of my knowledge, true and accurate. I consent to allow my financing institution to make any inquiries necessary to reach a decision on this application and allow them to give out credit information to credit reporting agencies and anyone with whom I have financial dealings.

Signature

Date:

Spouse's Signature

Date:

1-5 JOHN & SUSAN SMITH'S PERSONAL REFERENCES

(Names and Addresses of people who can be called about you)

Name	Address	Phone Number	Relationship to You	Occupation
<i>Jerry Smithers</i>	<i>Box 370 Jackson, AB A9O 4T8</i>	<i>(403) 555-5634</i>	<i>Past co-worker</i>	<i>Mechanic</i>
<i>Joan Thompson</i>	<i>1117 116th St. Branville, MB M9U 5Y0</i>	<i>(204) 555-5434</i>	<i>Past Instructor</i>	<i>Teacher</i>
<i>Tom Allan</i>	<i>Box 1387 Headville, SK S7Y 8Y6</i>	<i>(306) 555-4323</i>	<i>Friend</i>	<i>Policeman</i>

1-5 YOUR PERSONAL REFERENCES

(Names and Addresses of people who can be called about you)

Name	Address	Phone Number	Relationship to You	Occupation

Glossary

consignment - sold by a dealer who pays only for what he sells and who may return what is unsold

bankruptcy - person or business declared by a court to be unable to pay their debts

credit - to buy now and pay later

financial - having to do with money

financing institution - an organization whose main purpose is to deal with money

legal description - information concerning location of land or property (obtained from owner or local government office)

pawn shop - a business who buys or holds used items in exchange for money

predicting - to tell about what you expect to happen in the future

receivable - owed to you or your business

repossessed - to take back property from a customer who is behind with payments

residence - home, house, apartment, where you live

specialize - to center most of one's attention on a certain area