

Personal Financial Statement

Completing your Personal Financial Statement:

Please complete your Personal Financial Statement in as much detail as possible. If you require additional space, please include an additional sheet of paper. You'll find the statement divided into the following categories:

- **Personal information:** Be sure to supply all relevant details.
- **Employment information:** Complete this section if you are currently employed outside your business. If not, please indicate that you are self-employed.
- **Your statement of net worth:** In this section, estimate the current market value of property such as real estate and your automobile. Include all liabilities, including outstanding balances on credit cards and income taxes owing. Use the blank lines for additional assets and liabilities not listed. Note that details of your assets and bank loans should be supplied in the **detailed description of assets** portion of the statement.
- **Annual income and expenses:** If you have a personal budget for the past year, it will serve as an excellent starting point for this section. Be sure to list income from all sources, before income taxes are deducted. Be sure to include all taxes in the expenses column.
- **Detailed description of assets:** Outline details of major investments in the appropriate categories, estimating their current market values when required. Also list details of outstanding bank loans. If you have other assets or major debts, provide details on a separate sheet.

Please prepare a separate Personal Financial Statement for each owner of the business.

Personal Financial Statement (1 of 2)

Personal information

Name:	
Address:	
Home telephone:	Work telephone:
Fax:	E-mail:

Employment information

Previous employer:	Years employed:
Occupation:	Title:
Responsibilities:	
Address:	
Telephone:	
Spouse's employer:	Years employed:

ASSETS		LIABILITIES	
	Balances (\$)		Balances (\$)
Deposits & investments		Loans and mortgages	
Chequing	_____	First mortgage	_____
Savings	_____	Second mortgage	_____
Term Deposits	_____	Loans	_____
Mutual funds, stocks	_____	Other	_____
RRSPs	_____	<i>Total</i>	_____
Other	_____	Credit accounts	Balances (\$)
<i>Total</i>	_____	Credit cards	_____
Real estate	Balances (\$)	Dept. stores	_____
Home	_____	Personal line of credit	_____
Other	_____	Other	_____
<i>Total</i>	_____	<i>Total</i>	_____
Other assets	Balances (\$)	Other liabilities	Balances (\$)
Cars	_____	Guarantees	_____
RV, boat	_____	Family, friends	_____
Business	_____	Other	_____
<i>Total</i>	_____	<i>Total</i>	_____
TOTAL ASSETS	0	TOTAL LIABILITIES	0
Estimated total worth (TOTAL ASSETS – TOTAL LIABILITIES)			_____

Personal Financial Statement (2 of 2)

MONTHLY INCOME (\$)		MONTHLY EXPENSES (\$)	
Employment income	_____	Home, utilities, etc.	_____
Spouse's employment income	_____	Loans	_____
Investments	_____	Credit accounts	_____
Pensions, annuities	_____	Transportation	_____
Other	_____	Recreation, hobbies	_____
<i>Total</i>	_____	Insurance, medical, etc.	_____
		Education, child care	_____
		Other	_____
		<i>Total</i>	_____
TOTAL INCOME	0 _____	TOTAL EXPENSES	0 _____
Disposable income (TOTAL INCOME – TOTAL EXPENSES)		_____	

Insurance coverage

Personal life insurance:
Spouse's life insurance:
Disability insurance:
Spouse's disability insurance:
Household insurance:
Other:

Estate planning

Will last revised:
Trust, guardians, other:
Lawyer, accountant, other advisors:
Other:

Dependents (name, age, relationship, income, etc.)

1.
2.
3.
4.

Financial goals

Do you want to pay off your mortgage early?
How accessible do you want your money to be?
Do you want to save for retirement?
How much risk do you feel comfortable with when investing?