

**OUHK Student Financial Assistance Scheme**

**Samples of Self-prepared Income Breakdown/Profit and Loss Account**

For casual workers, persons engaged in short-term employment, hawkers, self-employed persons or proprietors, applicants may refer to the following examples and provide the income details in a self-prepared income statement or profit and loss account. If a household member has been unemployed during the period 1.4.2020 to 31.3.2021, please state the period of and reason for unemployment in the statement.

**Example 1: Hawker**

Name of household member	:	CHAN Yung
Hawker licence number	:	123456
Location of hawking	:	Shek Kip Mei Market
Type of goods sold	:	Fruits
Average working days per month from 1.4.2020 to 31.3.2021	:	20
Method of calculating average monthly income:		
<u>Expenditure</u>	<u>Type</u>	<u>Quantity</u>
Monthly purchase of goods	1. Oranges	( )boxes
	2. Apples	( )boxes
	3. Pears	( )boxes
	Total:	( )boxes
Other expenditures:	Rent	( )
	Electricity charges	( )
	Licence fees	( )
	Total:	<u>(\$ A )</u>
<u>Income</u>		
Monthly income:		(\$B)
Monthly net profit	=	\$B (income) – \$A (expenditures)
	=	
Details of income for the whole year: Please refer to Example 4		
Signature: _____	Date: _____	

**Example 2: Self-employed business**

Name of household member	:	CHAN Kwong
Company name	:	
Nature of business	:	Garment manufacture
Place of work	:	5/F, Garment Bldg., 10 Hoi Yuen Rd., Kwun Tong, Kln
Capital	:	HK\$
Sole proprietorship or partnership: Sole proprietorship (if it is a partnership, please specify the share ratio)		
<u>Profit and Loss Account</u>		
(From 1.4. 2020 to 31.3. 2021)		HK\$
Gross sales:		
Expenditures:		
Water charges:		
Electricity charges:		
Gas charges:		
Telephone charges:		
Rent and rates:		
Salary of household member (i.e. CHAN Kwong) <sup>#</sup> :		
Transportation costs:		
Traveling expenses:		
Insurance premium:		
Fees for repair and maintenance of machinery:		
Other expenditures (please specify):		
Net profit (net profit = gross sales –expenditures) <sup>#</sup> :		
<sup>#</sup> These two items are the income of the household member		
Signature: _____	Date: _____	

**Example 3: Taxi driver (applicable to lorry drivers & minibus drivers, etc.)**

Name of household member	:	CHAN Chi Keung
Licence number	:	1234
From 1.4.2020 to 31.3.2021		HK\$
<u>Income</u>		
Rent		
Profit from operating business		
Other incomes		
<u>Expenditures</u>		
Insurance premium		
Fuel charges		
Maintenance costs		
Licence fees		
Other expenditures		
Net Profit	=	Total Income – Total Expenditures
	=	
Signature: _____	Date: _____	

**Example 4: Construction worker/Renovation worker/Casual worker**

Name of household member	:	CHAN Wing			
Job post (Full/Part-time)	:	Construction worker			
Employer	:	No fixed employer			
Place of work	:	No fixed place of work			
Working period	:	1.4.2020 to 31.3.2021			
<u>Income Details</u>					
Salary (Including payment in lieu of notice, but <b>excluding</b> MPF contribution and severance payment)					
4/2020	Cheque: \$ Direct Credit <sup>#</sup> : \$ Cash: \$	5/2020	Cheque: \$ Direct Credit <sup>#</sup> : \$ Cash: \$	6/2020	Cheque: \$ Direct Credit <sup>#</sup> : \$ Cash: \$
7/2020	Cheque: \$ Direct Credit <sup>#</sup> : \$ Cash: \$	8/2020	Cheque: \$ Direct Credit <sup>#</sup> : \$ Cash: \$	9/2020	Cheque: \$ Direct Credit <sup>#</sup> : \$ Cash: \$
10/2020	Cheque: \$ Direct Credit <sup>#</sup> : \$ Cash: \$	11/2020	Cheque: \$ Direct Credit <sup>#</sup> : \$ Cash: \$	12/2020	Cheque: \$ Direct Credit <sup>#</sup> : \$ Cash: \$
1/2021	Cheque: \$ Direct Credit <sup>#</sup> : \$ Cash: \$	2/2021	Cheque: \$ Direct Credit <sup>#</sup> : \$ Cash: \$	3/2021	Cheque: \$ Direct Credit <sup>#</sup> : \$ Cash: \$
<sup>#</sup> If you receive salary by Direct Credit to your account, please specify the Bank and Account No.:					
If you have other income, please specify : Double pay/Bonus/Subsidy*:HK\$					
<b>Total Annual Income</b> (From 1.4.2020 to 31.3.2020 2021): <b>HK\$</b>					
Signature of household member: _____			Date: _____		