

HKMU 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 1.4.2021 to 31.3.2022, 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 1.4.2021 to 31.3.2022	: 20		
Method of calculating average monthly income:			
<u>Expenditure</u>	<u>Type</u>	<u>Quantity</u>	<u>Cost(\$)</u>
Monthly purchase of goods	1. Oranges	()boxes	()
	2. Apples	()boxes	()
	3. Pears	()boxes	()
	Total:	()boxes	()
Other expenditures:	Rent	()	()
	Electricity charges	()	()
	Licence fees	()	()
	Total:		(\$ A)
<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. 2021 to 31.3. 2022)			HK\$
Gross sales:			
Expenditures:			
Water charges:			
Electricity charges:			
Gas charges:			
Telephone charges:			
Rent and rates:			
Salary of household member (i.e. CHAN Kwong) [#] :			
Transportation costs:			
Traveling expenses:			
Insurance premium:			
Fees for repair and maintenance of machinery:			
Other expenditures (please specify):			
Net profit (net profit = gross sales – expenditures) [#] :			
[#] 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 1.4.2021 to 31.3.2022	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	: 1.4.2021 to 31.3.2022		
Income Details			
<u>Salary</u> (Including payment in lieu of notice, but excluding MPF contribution and severance payment)			
4/2021	Cheque: \$ Direct Credit [#] : \$ Cash: \$	5/2021	Cheque: \$ Direct Credit [#] : \$ Cash: \$
7/2021	Cheque: \$ Direct Credit [#] : \$ Cash: \$	8/2021	Cheque: \$ Direct Credit [#] : \$ Cash: \$
10/2021	Cheque: \$ Direct Credit [#] : \$ Cash: \$	11/2021	Cheque: \$ Direct Credit [#] : \$ Cash: \$
1/2022	Cheque: \$ Direct Credit [#] : \$ Cash: \$	2/2022	Cheque: \$ Direct Credit [#] : \$ Cash: \$
6/2021	Cheque: \$ Direct Credit [#] : \$ Cash: \$	9/2021	Cheque: \$ Direct Credit [#] : \$ Cash: \$
12/2021	Cheque: \$ Direct Credit [#] : \$ Cash: \$	3/2022	Cheque: \$ Direct Credit [#] : \$ Cash: \$
[#] 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\$			
Total Annual Income (From 1.4.2021 to 31.3.2022): HK\$			
Signature of household member: _____	Date: _____		