

Monthly Profit & Loss Statement

For _____ (Name of Business)

Month Ending _____

Income:

- 1 Your Business Income _____
- 2 **TOTAL INCOME** **\$** _____

Business Expenses:

- 3 Advertising/Marketing \$ _____
- 4 Credit/Debit Card Fees \$ _____
- 5 Equipment Rental/Lease \$ _____
- 6 Insurance Expense \$ _____
- 7 Licenses/Permits \$ _____
- 8 Office Supplies Expense \$ _____
- 9 Postage & Delivery \$ _____
- 10 Rent - Office/Storage Space, Etc. \$ _____
- 11 Supplies/Materials Expense \$ _____
- 12 Travel/Entertainment \$ _____
- 13 Utilities Expense \$ _____
- 14 Vehicle Expense \$ _____

Other Business Expenses:

- 15 \$ _____
- 16 \$ _____
- 17 \$ _____
- 18 **TOTAL OPERATING EXPENSES** **\$** _____

(Add lines 3 through 17 = line 18)

- 19 **PROFIT OR (LOSS) FROM BUSINESS** **\$** _____

(Line 2 minus line 18 = line 19)

PREPARED BY: _____

DATE PREPARED: _____