

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: _____