

DRAFT

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**

_____ \$ _____

Signature _____ (Line 2 minus line 18 = line 19)



PREPARED BY: _____

DATE PREPARED: _____

