

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: _____