

**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: \_\_\_\_\_



