**Business Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Year/Month: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**PROFIT & LOSS WORKSHEET**

Month of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |
| --- | --- |
| **INCOME:** | **AMOUNT** |
| Sales |  |
| Sales Tax Collected |  |
| Discounts/Returns |  |
|  |  |
| **COST OF GOODS (PURCHASES):** |  |
|  |  |
| **MONTHLY EXPENSES:** |  |
| Accounting |  |
| Advertising & Promotions |  |
| Banking Fees |  |
| Building Note |  |
| Cell Phone |  |
| Credit Card Merchant Fees |  |
| Diesel/ Gas for Vehicle |  |
| Commission |  |
| Equipment and Tools |  |
| Entertainment for clients |  |
| Fuel for Boat |  |
| Health Insurance |  |
| Hotel Expense |  |
| Insurance Premiums (Bldg) (Liability) (Flood) (Vehicle) |  |
| Interest Expense |  |
| Licenses & Permits |  |
| Meals (Business Only) |  |
| Mileage |  |
| Office Supplies |  |
| Payroll Expense |  |
| Rental of Equipment |  |
| Repairs to Shop/Equipment |  |
| Shipping & Postage |  |
| Supplies |  |
| Taxes (Property) (Sales Taxes) |  |
| Telephone & Internet |  |
| Utilities |  |
| Other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  |
|  |  |