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