Annual 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: _____