

PROFIT AND LOSS STATEMENT FOR THE MONTH OF _____

INCOME

1. GROSS RECEIPTS OR SALES		
2. LABOR		
3. PURCHASES		
4. MATERIALS		
5. COSTS OF GOODS SOLD	-	TOTAL OF LINES 2 - 4
6. GROSS PROFIT	=	LINE 1 MINUS LINE 5
7. OTHER INCOME (describe source)	+	
8. TOTAL INCOME	=	TOTAL OF LINES 6 - 7

EXPENSES

9. BUSINESS PROPERTY RENT/LEASE		
10. SALARY/WAGES OF EMPLOYEES		
11. EMPLOYEE BENEFITS		
12. EQUIPMENT LEASE PAYMENTS		
13. SECURED DEBTS		
14. SUPPLIES		
15. UTILITIES		
16. TELEPHONE		
17. REPAIRS AND MAINTENANCE		
18. OFFICE EXPENSES		
19. ADVERTISING		
20. TRAVEL EXPENSES		
21. PROFESSIONAL FEES		
22. LIABILITY INSURANCE		
23. PROPERTY INSURANCE		
24. VEHICLE INSURANCE		
25. WORKERS' COMPENSATIONS INSURANCE		
26. OTHER INSURANCE (_____)		
27. PAYROLL TAXES		
28. SALES TAXES		
29. OTHER TAXES (_____)		
30. OTHER (_____)		
31. TOTAL EXPENSES	-	TOTAL OF LINE 9 - 30
32. TOTAL PROFIT AND LOSS FOR MONTH	=	LINE 8 MINUS LINE 31

**ITEMIZE 10 - 13, 17, 18, 20 AND 21 OS SEPARATE PAGE