

Profit & Loss

January through December

Ordinary Income/Expense

Income		
	Sales/Gross Receipts	
Total Income		
Cost of Goods Sold		
	Beginning Inventory	
	Purchases	
	Ending Inventory	
Total COGS		

Gross Profit

Expense		
	Advertising	
	Automobile Expense (See Auto Sheet)	
	Commissions and Fees	
	Contract Labor	
	Depletion	
	Depreciation Expense	
	Employee Benefit Programs	
	Insurance Expense	
	Interest Expenses (to Bank & Other)	
	Legal & Professional	
	Office Expenses	
	Pension/Profit Sharing Plans	
	Rent Expense	
	Repairs and Maintenance	
	Supplies	
	Taxes and Licenses	
	Travel Expense	
	Meals & Entertainment	
	Utilities	
	Payroll/Wages Expenses	
	Other Expenses	
Total Expense		

Net Ordinary Income

Net Income

NOTE: IF ANY EQUIPMENT/FIXED ASSET IS PURCHASED, KINDLY PROVIDE FOLLOWING DESCRIPTION:

- 1- EQUIPMENT DETAIL
- 2-DATE OF PURCHASE
- 3- AMOUNT OF PURCHASE
- 4-NEW OR USED
- 5- PAYROLL REPORTS, (W-2, W-3, FUTA 940 REPORT, UNEMPLOYMENT REPORTS.)
- 6- SALES REPORTS, IF ANY
- 7- For Automobile Expenses, See Automobile Worksheet