

## BUSINESS PROFIT/LOSS

Name of Business: \_\_\_\_\_

Description of Business: \_\_\_\_\_

**INCOME** \$ \_\_\_\_\_

### EXPENSES

Accounting \$ \_\_\_\_\_  
Advertising \$ \_\_\_\_\_  
Answering Service \$ \_\_\_\_\_  
Auto and truck Expenses \$ \_\_\_\_\_  
Bad Debts \$ \_\_\_\_\_  
Bank Charges \$ \_\_\_\_\_  
Commissions Paid \$ \_\_\_\_\_  
Compensation of Officers \$ \_\_\_\_\_  
Delivery and Freight \$ \_\_\_\_\_  
Dues and Subscriptions \$ \_\_\_\_\_  
Employee Benefit Programs \$ \_\_\_\_\_  
Gifts \$ \_\_\_\_\_  
Insurance \$ \_\_\_\_\_  
Interest \$ \_\_\_\_\_  
Janitorial \$ \_\_\_\_\_  
Laundry and Cleaning \$ \_\_\_\_\_  
Legal and Professional \$ \_\_\_\_\_  
Licenses and Permits \$ \_\_\_\_\_  
Meals and Entertainment \$ \_\_\_\_\_  
Miscellaneous \$ \_\_\_\_\_  
Office Expense \$ \_\_\_\_\_  
Outside Services/Subcontractors \$ \_\_\_\_\_  
Parking and Tolls \$ \_\_\_\_\_  
Pensions, Profit-Sharing Plans \$ \_\_\_\_\_  
Postage \$ \_\_\_\_\_  
Printing \$ \_\_\_\_\_  
Rents \$ \_\_\_\_\_  
Repairs and Maintenance \$ \_\_\_\_\_  
Salaries and Wages \$ \_\_\_\_\_  
Security \$ \_\_\_\_\_  
Supplies \$ \_\_\_\_\_  
Payroll Taxes \$ \_\_\_\_\_  
Other Taxes \$ \_\_\_\_\_  
Telephone \$ \_\_\_\_\_  
Tools \$ \_\_\_\_\_  
Travel \$ \_\_\_\_\_  
Uniforms \$ \_\_\_\_\_

### (IF SELLING A PRODUCT)

Beginning Inventory \$ \_\_\_\_\_  
Product Purchased \$ \_\_\_\_\_  
Personal Use Items \$ \_\_\_\_\_  
Materials/Supplies \$ \_\_\_\_\_  
Misc. Costs \$ \_\_\_\_\_  
Ending Inventory \$ \_\_\_\_\_

### Other Expenses

\_\_\_\_\_ \$ \_\_\_\_\_  
\_\_\_\_\_ \$ \_\_\_\_\_  
\_\_\_\_\_ \$ \_\_\_\_\_  
\_\_\_\_\_ \$ \_\_\_\_\_

### Mileage:

Total Miles Driven: \_\_\_\_\_

Business Miles: \_\_\_\_\_

### Equipment Purchased

_____	\$ _____	Date:	_____
_____	\$ _____	Date:	_____
_____	\$ _____	Date:	_____
_____	\$ _____	Date:	_____

Bus. Checking Acct. Balance \_\_\_\_\_

Bus. Credit Card Balances/Debts: \_\_\_\_\_