

PROFIT & LOSS STATEMENT



This statement is **ONLY** for those business that do not maintain an automated bookkeeping system that provides a profit and loss statement, balance sheet, and bank cash reconciliation of the business checking accounts with the end-of-year balance. Please list all other expenses not shown on a separate page.

BUSINESS INCOME	AMOUNT	COST OF GOODS SOLD (FOR MANUFACTURING)	AMOUNT
Sales		Start of Year Inventory	
Services		Purchases	
1099 Income (provide copies)		Cost of Labor	
Other:		Other:	
TOTAL INCOME		End of Year Inventory	

BUSINESS EXPENSES	AMOUNT	BUSINESS EXPENSES	AMOUNT
Accounting		Taxes – Payroll (Provide W-3 Form)	
Advertising		Taxes – Sales	
Bank Charges		Taxes – Property	
Business Cards		Taxis	
Cell Phone		Telephone	
Commissions & Fees		Training	
Computer Purchase		Transportation (Local)	
Contract Labor (1099 Employees)		Utilities	
Dues and Subscriptions		Wages (W-2)	
Education		Other:	
Employee Benefits		Other:	
Employee Health Care Plans			
Entertainment & Business Meals		BUSINESS ASSETS	
Equipment – Less than \$100 per Item		Equipment more than \$100	
Fees		Description of Item (including date of acquisition)	
Gifts to Clients			
Insurance			
Interest – Other		VEHICLE EXPENSES* (Not Including daily commute)	
Internet / Cable		If Leased, Amount Paid per Month	
Legal & Professional		If Purchased, Total Vehicle Price	
Licenses & Permits		Gas	
Lodging		Parking & Tolls	
Metro Card / Public Transit		Maintenance & Repairs	
Office Expense		Overall Mileage	
Office Supplies		Business Mileage	
Parking & Tolls		<i>*Mileage Diary Required</i>	
Pension Plan Fees			
Postage & Shipping		HOME OFFICE EXPENSES	
Publications		Total Square Footage of Home	
Rent – Equipment		Total Square Footage of Office	
Rent – Other		Rent	
Repairs & Maintenance		Utilities	
Seminar & Conferences		Phone	
Software		Internet / Cable	
Supplies		Insurance	
		Office Improvements	
		Other:	
		Other:	