

Monthly Income and Expense Statement

Participant's Name: _____ Date: _____

Business Name: _____ For Month: _____

<u>INCOME</u>	FORECAST	ACTUAL	YTD
Monthly Sales:			
Other Income:			
Total Income:	\$0.00	\$0.00	\$0.00

<u>EXPENSE</u>	FORECAST	ACTUAL	YTD
Inventory			
Advertising & Marketing			
Office Supplies			
Travel (Accommodation & Meals only)			
Vehicle: Fuel			
Vehicle: Repair & Maintenance			
Vehicle: Insurance			
Bank Charges			
Insurance (Liability & Personal)			
Legal Fees / Accountant			
Rent/Lease (if not homebased)			
Licenses/Permits			
Telephone, Fax, Internet			
Utilities			
Bookkeeper			
Principal Drawings			
Equipment & Tools			
Capital Items			
Other			
Total Expenses	\$0.00	\$0.00	\$0.00
Total Income	\$0.00	\$0.00	\$0.00
Total Expenses	\$0.00	\$0.00	\$0.00
Net Income	\$0.00	\$0.00	\$0.00

Please note: Monthly Income & Expense Statements and Activity Reports must be returned monthly to SE Staff to avoid termination. Computer Statements are also acceptable as long as they provide the same information as this worksheet.