

MONTH:

PROFIT & LOSS (MONTHLY)

THIS MONTH LAST MONTH

INCOME		
GROSS SALES:		
– LESS RETURNS		
– LESS DISCOUNTS		
– LESS BAD DEBT		
INTEREST, RENT AND ROYALTIES		
TOTAL INCOME		
EXPENSES		
– COST OF GOODS SOLD		
– DIRECT PAYROLL		
– INDIRECT PAYROLL		
– TAXES, OTHER THAN INCOME TAX		
– SALES EXPENSES		
– SHIPPING AND POSTAGE		
– ADVERTISING AND PROMOTION		
– OFFICE EXPENSES		
– TRAVEL AND ENTERTAINMENT		
– PHONE		
– OTHER UTILITIES		
– AUTOMOBILE		
– INSURANCE		
– PROFESSIONAL FEES		
– RENT		
– INTEREST ON LOANS		
– OTHER, MISC.		
TOTAL EXPENSES		
NET INCOME		
– LESS INCOME TAX		
NET INCOME AFTER TAX		