|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | See the source image |  | **MONTHLY PROFIT & LOSS STATEMENT TEMPLATE** | | | | |  |
|  | <Company Name> |  | John Smith |  | <Year> |  |
|  | COMPANY NAME |  | PREPARED BY |  | YEAR |  |

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | **Item** | **Jan** | **Feb** | **Mar** | **Apr** | **May** | **Jun** | **Jul** | **Aug** | **Sep** | **Oct** | **Nov** | **Dec** | **Total** |  |
|  | **INCOME** | | | | | | | | | | | | | |  |
|  | Sales | 27,800.00 | 31,414.00 | 30,858.00 | 29,468.00 | 28,634.00 | 30,858.00 | 28,634.00 | 30,302.00 | 29,190.00 | 30,858.00 | 29,190.00 | 29,190.00 | **356,396.00** |  |
|  | Services | 13,000.00 | 14,300.00 | 14,040.00 | 13,780.00 | 13,910.00 | 14,820.00 | 14,430.00 | 14,430.00 | 14,040.00 | 14,690.00 | 14,300.00 | 13,520.00 | **169,260.00** |  |
|  | Other Income | 5,000.00 | 5,250.00 | 5,450.00 | 5,450.00 | 5,500.00 | 5,750.00 | 5,150.00 | 5,500.00 | 5,600.00 | 5,250.00 | 5,350.00 | 5,550.00 | **64,800.00** |  |
|  | **Total Income** | **45,800.00** | **50,964.00** | **50,348.00** | **48,698.00** | **48,044.00** | **51,428.00** | **48,214.00** | **50,232.00** | **48,830.00** | **50,798.00** | **48,840.00** | **48,260.00** | **590,456.00** |  |
|  | **EXPENSES** | | | | | | | | | | | | | |  |
|  | Accounting | 500.00 | 510.00 | 525.00 | 510.00 | 520.00 | 515.00 | 515.00 | 510.00 | 525.00 | 515.00 | 520.00 | 525.00 | **6,190.00** |  |
|  | Advertising | 900.00 | 918.00 | 927.00 | 936.00 | 918.00 | 945.00 | 945.00 | 945.00 | 936.00 | 918.00 | 945.00 | 927.00 | **11,160.00** |  |
|  | Assets | 3,800.00 | 3,990.00 | 3,876.00 | 3,914.00 | 3,914.00 | 3,914.00 | 3,914.00 | 3,914.00 | 3,990.00 | 3,952.00 | 3,990.00 | 3,914.00 | **47,082.00** |  |
|  | Bank Charges | 500.00 | 525.00 | 520.00 | 515.00 | 510.00 | 520.00 | 515.00 | 520.00 | 510.00 | 510.00 | 520.00 | 525.00 | **6,190.00** |  |
|  | Depreciation | 1,200.00 | 1,236.00 | 1,236.00 | 1,260.00 | 1,224.00 | 1,248.00 | 1,236.00 | 1,260.00 | 1,260.00 | 1,224.00 | 1,260.00 | 1,248.00 | **14,892.00** |  |
|  | Electricity | 150.00 | 154.50 | 153.00 | 157.50 | 154.50 | 153.00 | 156.00 | 153.00 | 157.50 | 156.00 | 153.00 | 156.00 | **1,854.00** |  |
|  | Insurance | 180.00 | 185.40 | 185.40 | 185.40 | 189.00 | 189.00 | 189.00 | 187.20 | 187.20 | 187.20 | 189.00 | 185.40 | **2,239.20** |  |
|  | Interest | 610.00 | 628.30 | 634.40 | 640.50 | 628.30 | 640.50 | 622.20 | 640.50 | 634.40 | 628.30 | 628.30 | 628.30 | **7,564.00** |  |
|  | Motor Vehicles | 2,110.00 | 2,173.30 | 2,152.20 | 2,173.30 | 2,194.40 | 2,194.40 | 2,194.40 | 2,173.30 | 2,194.40 | 2,215.50 | 2,152.20 | 2,173.30 | **26,100.70** |  |
|  | Office Supplies | 300.00 | 315.00 | 306.00 | 306.00 | 309.00 | 312.00 | 309.00 | 306.00 | 312.00 | 312.00 | 309.00 | 315.00 | **3,711.00** |  |
|  | Postage and Printing | 120.00 | 122.40 | 122.40 | 123.60 | 123.60 | 123.60 | 124.80 | 122.40 | 126.00 | 122.40 | 126.00 | 126.00 | **1,483.20** |  |
|  | Office Rental | 650.00 | 669.50 | 682.50 | 682.50 | 682.50 | 663.00 | 663.00 | 676.00 | 682.50 | 676.00 | 669.50 | 676.00 | **8,073.00** |  |
|  | Communication | 650.00 | 676.00 | 682.50 | 663.00 | 682.50 | 669.50 | 669.50 | 663.00 | 663.00 | 669.50 | 663.00 | 676.00 | **8,027.50** |  |
|  | Repairs and Maintenance | 1,440.00 | 1,468.80 | 1,512.00 | 1,497.60 | 1,483.20 | 1,497.60 | 1,497.60 | 1,497.60 | 1,483.20 | 1,512.00 | 1,483.20 | 1,497.60 | **17,870.40** |  |
|  | Stationary | 175.00 | 182.00 | 183.75 | 183.75 | 178.50 | 180.25 | 182.00 | 180.25 | 178.50 | 178.50 | 178.50 | 182.00 | **2,163.00** |  |
|  | Subscriptions | 311.00 | 326.55 | 326.55 | 326.55 | 320.33 | 320.33 | 317.22 | 317.22 | 326.55 | 317.22 | 323.44 | 317.22 | **3,850.18** |  |
|  | Training / Seminars | 160.00 | 166.40 | 166.40 | 166.40 | 166.40 | 164.80 | 163.20 | 164.80 | 164.80 | 166.40 | 164.80 | 166.40 | **1,980.80** |  |
|  | Salaries and Wages | 15,000.00 | 15,450.00 | 15,600.00 | 15,600.00 | 15,300.00 | 15,300.00 | 15,300.00 | 15,600.00 | 15,600.00 | 15,750.00 | 15,450.00 | 15,750.00 | **185,700.00** |  |
|  | Other Expenses | 360.00 | 370.80 | 374.40 | 378.00 | 370.80 | 374.40 | 374.40 | 378.00 | 378.00 | 374.40 | 374.40 | 367.20 | **4,474.80** |  |
|  | **Total I Expenses** | **29,116.00** | **30,067.95** | **30,165.50** | **30,219.10** | **29,869.03** | **29,924.38** | **29,887.32** | **30,208.27** | **30,309.05** | **30,384.42** | **30,099.34** | **30,355.42** | **360,605.78** |  |
|  | **Profit / Loss** | **16,684.00** | **20,896.05** | **20,182.50** | **18,478.90** | **18,174.97** | **21,503.62** | **18,326.68** | **20,023.73** | **18,520.95** | **20,413.58** | **18,740.66** | **17,904.58** | **229,850.22** |  |
|  | | | | | | | | | | | | | | | |