|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | 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**  |  |
|   |