

**BUSINESS NAME:** \_\_\_\_\_ **MONTH:** \_\_\_\_\_

**INCOME AND EXPENSES**

**INCOME**

SALES/REVENUE				
CASH				
OTHER INCOME				

**COST OF GOODS SOLD**

DISCOUNTS				
LABOR				
MATERIALS/SUPPLIES				

**EXPENSES**

ADVERTISING		MISCELLANEOUS	
AUTO EXPENSES*		OFFICE EXPENSE	
BAD DEBTS*		POSTAGE/SHIPPING	
BANK FEES		RENT*	
BUSINESS LICENSE		REPAIRS*	
CELL PHONE		SECURITY	
COMPUTER		SOFTWARE	
CONSULTING		TOOLS	
DUES/SUBSCRIPTIONS		TRAINING	
EDUCATION*		TRAVEL	
EQUIPMENT RENTAL		UNIFORMS*	
GIFTS*		UTILITIES*	
INDEP. CONTRACTORS*			
INSURANCE			
INTEREST			
INTERNET*			
MARKETING			
MEALS*			

**NET INCOME:** \_\_\_\_\_