



Profit and Loss Statement Template

Month:

Account	Amount	Notes/Tips
INCOME		
Sales Revenue		Money from product sales
Service Revenue		Income from services performed
Total Income		income = sales + services
COST OF GOODS SOLD (COGS)		
Cost of Goods Sold		Costs to produce what you sell
Total COGS		
GROSS PROFIT		
Total Income - Total COGS		How much you made before expenses
EXPENSES		
Rent/Lease		Office/store rent
Utilities		Electricity, internet, water...
Software Subscriptions		Quickbooks, Canva, Spotify, etc.
Marketing/Ads		Facebook ads, business cards, etc.
Travel		Business-related travel only
Office Supplies		Paper, pens, printer ink, etc.
Contractor Payments		Business or liability insurance
Payroll		Salaries/wages paid to employees
Other Expenses		Other expenses without a category
Total Expenses		
NET PROFIT		
Gross Profit - Total Expenses		This is your true business profit