

## BUSINESS PROFIT/LOSS WORKSHEET

**Name of Business:** \_\_\_\_\_

**Description of Business:** \_\_\_\_\_

**INCOME** \$ \_\_\_\_\_

**EXPENSES**

- Accounting \$ \_\_\_\_\_
- Advertising \$ \_\_\_\_\_
- Answering Service \$ \_\_\_\_\_
- Auto and truck Expenses \$ \_\_\_\_\_
- Bad Debts \$ \_\_\_\_\_
- Bank Charges \$ \_\_\_\_\_
- Commissions Paid \$ \_\_\_\_\_
- Compensation of Officers \$ \_\_\_\_\_
- Delivery and Freight \$ \_\_\_\_\_
- Dues and Subscriptions \$ \_\_\_\_\_
- Employee Benefit Programs \$ \_\_\_\_\_
- Gifts \$ \_\_\_\_\_
- Insurance \$ \_\_\_\_\_
- Interest \$ \_\_\_\_\_
- Janitorial \$ \_\_\_\_\_
- Laundry and Cleaning \$ \_\_\_\_\_
- Legal and Professional \$ \_\_\_\_\_
- Licenses and Permits \$ \_\_\_\_\_
- Meals and Entertainment \$ \_\_\_\_\_
- Miscellaneous \$ \_\_\_\_\_
- Office Expense \$ \_\_\_\_\_
- Parking and Tolls \$ \_\_\_\_\_
- Pensions, Profit-Sharing Plans \$ \_\_\_\_\_
- Postage \$ \_\_\_\_\_
- Printing \$ \_\_\_\_\_
- Rents \$ \_\_\_\_\_
- Repairs and Maintenance \$ \_\_\_\_\_
- Salaries and Wages \$ \_\_\_\_\_
- Security \$ \_\_\_\_\_
- Supplies \$ \_\_\_\_\_
- Payroll Taxes \$ \_\_\_\_\_
- Other Taxes \$ \_\_\_\_\_
- Telephone \$ \_\_\_\_\_
- Tools \$ \_\_\_\_\_
- Travel \$ \_\_\_\_\_
- Uniforms \$ \_\_\_\_\_

**(IF SELLING A PRODUCT)**

- Beginning Inventory \$ \_\_\_\_\_
- Product Purchased \$ \_\_\_\_\_
- Personal Use Items \$ \_\_\_\_\_
- Materials/Supplies \$ \_\_\_\_\_
- Misc. Costs \$ \_\_\_\_\_
- Ending Inventory \$ \_\_\_\_\_

**Other Expenses**

- \_\_\_\_\_ \$ \_\_\_\_\_
- \_\_\_\_\_ \$ \_\_\_\_\_
- \_\_\_\_\_ \$ \_\_\_\_\_
- \_\_\_\_\_ \$ \_\_\_\_\_

**Mileage:**

**Total Miles Driven:** \_\_\_\_\_  
**Business Miles:** \_\_\_\_\_

**Equipment Purchased:**

- Item:** \_\_\_\_\_ **Date:** \_\_\_\_\_ **Cost:** \$ \_\_\_\_\_
- Item:** \_\_\_\_\_ **Date:** \_\_\_\_\_ **Cost:** \$ \_\_\_\_\_
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- Item:** \_\_\_\_\_ **Date:** \_\_\_\_\_ **Cost:** \$ \_\_\_\_\_

**Assets/Liabilities: (as of 12/31) (if the business is a corporation or partnership only)**

**Bus. Checking Acct. Balance** \_\_\_\_\_ **Debts:** \_\_\_\_\_