

Profit & Loss

for the period _____ to _____

Income	Amount
Sales	\$
Other Income	\$
Total Income	\$

Expenses	
Advertising	\$
Bank Charges	\$
Depreciation	\$
Equipment Rental	\$
Insurance	\$
Office supplies	\$
Postage & Pricing	\$
Repairs & Maintenance	\$
Salary	\$
Telephone & Internet	\$
Training/Seminars	\$
Utilities	\$
Vehicle	\$
Total Expenses	\$

Profit/(Loss)

Prepared by: _____

Date: _____

Balance Sheet

	FY-[YEAR]	FY-[YEAR]
Current Assets		
Cash		
Investments		
Inventories		
Accounts receivable		
Pre-paid expenses		
Other		
Total		
Fixed Assets		
Property and equipment		
Leasehold improvements		
Equity and other investments		
Less accumulated depreciation (Negative Value)		
Total		
Other Assets		
Charity		
Total		
Total Assets		
Current Liabilities		
Accounts payable		
Accrued wages		
Accrued compensation		
Income taxes payable		
Unearned revenue		
Other		
Total		
Long-term Liabilities		
Mortgage payable		
Total		
Owner Equity		
Investment capital		
Accumulated retained earnings		
Total		
Total Liabilities & Stockholder Equity		

Cash Flow Statement

Fiscal year begins:

[illegible]

Cash on Hand (beginning of month)

[illegible]

Cash Receipts

[illegible]

Cash Paid Out

[illegible]

Cash Paid Out (Non P&L)

[illegible]