

Business:

Year:

## BUSINESS INCOME & EXPENSE TEMPLATE



	January	February	March	April	May	June	July	August	September	October	November	December
<b>Income</b>												
Materials and Supplies												
Other Costs												
<b>Total Cost of Goods Sold</b>	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
<b>Gross Profit</b>	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
<b>Expenses</b>												
Advertising												
Accounting Fees												
Education and Training												
Property Tax												
Books												
Car and Truck Mileage												
Cell Phone												
Commissions and Fees												
Professional Organization												
Contract Labor												
Employee Benefits Programs												
Health Insurance Premiums												
Insurance												
Internet												
Leases												
Legal/ Professional Services												
Machines and Equipment												
Meals and Entertainment												
Office Expenses												
Office Supplies												
Other Business Property												
Rent												
Repairs and Maintenance												
Supplies												
Taxes and Licenses												
Travel												
Utilities												
Wages												
<b>Total Expenses</b>	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
<b>Total Net Income</b>	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$