PROFIT AND LOSS STATEMENT

Business or organization name: _____

Type of business: [ ] service [ ] retail or product [ ] restaurant or food [ ] freelancer or sole proprietor [ ] nonprofit [ ] other: _____

Statement period: [ ] month [ ] quarter [ ] year ended _____ [ ] from _____ through _____

Prior period (optional comparison column): _____

Accounting method: [ ] cash basis [ ] accrual basis

Prepared by: _____ Date prepared: _____

All amounts are in U.S. dollars. Write negative amounts in parentheses. Leave the prior period column blank if you are not comparing periods.

1. REVENUE

1. _____ Current period: $_____ Prior period: $_____

2. _____ Current period: $_____ Prior period: $_____

3. _____ Current period: $_____ Prior period: $_____

4. _____ Current period: $_____ Prior period: $_____

5. _____ Current period: $_____ Prior period: $_____

6. _____ Current period: $_____ Prior period: $_____

(A) Total revenue: Current period $_____ Prior period $_____

2. COST OF GOODS SOLD (IF YOU SELL PRODUCTS)

1. _____ Current period: $_____ Prior period: $_____

2. _____ Current period: $_____ Prior period: $_____

3. _____ Current period: $_____ Prior period: $_____

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4. _____ Current period: $_____ Prior period: $_____

(B) Total cost of goods sold: Current period $_____ Prior period $_____

3. OPERATING EXPENSES

1. _____ Current period: $_____ Prior period: $_____

2. _____ Current period: $_____ Prior period: $_____

3. _____ Current period: $_____ Prior period: $_____

4. _____ Current period: $_____ Prior period: $_____

5. _____ Current period: $_____ Prior period: $_____

6. _____ Current period: $_____ Prior period: $_____

7. _____ Current period: $_____ Prior period: $_____

8. _____ Current period: $_____ Prior period: $_____

9. _____ Current period: $_____ Prior period: $_____

10. _____ Current period: $_____ Prior period: $_____

(C) Total operating expenses: Current period $_____ Prior period $_____

4. OTHER INCOME AND EXPENSES

1. _____ Current period: $_____ Prior period: $_____ [ ] income [ ] expense

2. _____ Current period: $_____ Prior period: $_____ [ ] income [ ] expense

3. _____ Current period: $_____ Prior period: $_____ [ ] income [ ] expense

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(D) Net other income (expense): other income minus other expenses: Current period $_____ Prior period $_____

5. SUMMARY

(A) Total revenue: Current period $_____ Prior period $_____

(B) Less: cost of goods sold: Current period $_____ Prior period $_____

(E) Gross profit: (A) minus (B): Current period $_____ Prior period $_____

Gross margin: (E) divided by (A), times 100: Current period _____% Prior period _____%

(C) Less: operating expenses: Current period $_____ Prior period $_____

(F) Operating income (loss): (E) minus (C), or (A) minus (C) with no cost of goods sold: Current period $_____ Prior period $_____

(D) Net other income (expense): Current period $_____ Prior period $_____

(G) Net income (loss) before taxes: (F) plus (D): Current period $_____ Prior period $_____

(H) Less: income taxes (if any): Current period $_____ Prior period $_____

Net income (loss): (G) minus (H): Current period $_____ Prior period $_____

6. NOTES

_____

_____

_____

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