

PROFIT AND LOSS STATEMENT WORKSHEET

Important: Please Only Complete this form if Self-Employed and You Do Not Already have A Profit and Loss Statement Prepared.

Names of Borrower(s): _____ Type of Business: _____
 Company Name: _____ For the Period: _____

INCOME/REVENUES					
Step	Period	Q1	Q2	Q3	Q4
1	Gross Sales/Revenue				
2	Receipts				
3	Total Sales/Revenue				
COST OF SALES/GOODS					
Step	Period	Q1	Q2	Q3	Q4
4	Cost of Goods Sold				
5	Gross Profit/Loss				
EXPENSES					
Step	Period	Q1	Q2	Q3	Q4
6	Accounting/Legal				
	Advertising				
	Assets				
	Bank Charges				
	Depreciation				
	Equipment				
	Insurance				
	Interest				
	Motor Vehicle(s)				
	Office Supplies				
	Postage/Print				
	Rent				
	Repairs/Maintenance				
	Salaries and Wages				
	Taxes				
7	Total Expenses				
GROSS OPERATING INCOME/LOSS (BEFORE INCOME TAX)					
Step	Period	Q1	Q2	Q3	Q4
8	Gross Op. Income/Loss				
9	Income Tax Expense				
NET INCOME/LOSS					
Step	Period	Q1	Q2	Q3	Q4
10	Net Income/Loss				

STEP-BY STEP INSTRUCTIONS:

1. Complete each applicable section by populating the volumes and totals for each quarter.
2. Using the steps in the far left column of the worksheet, please calculate the following figures for each quarter using this set of calculation formulas by step:
 - a. Gross Profit/Loss (Step 5) = Step 3 Minus (-) Step 4
 - b. Gross Operating Income/Loss (Step 8) = Step 5 Minus (-) Step 7
 - c. Net Income/Loss (Step 10) = Step 8 Minus (-) Step 9
 - i. ** Please makes sure to denote any loss with a minus sign (-)*