**Monthly Income Statement Form**

**Business Information**

* **Business Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**
* **Business Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**
* **Contact Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**
* **Statement Period: From \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ To \_\_\_\_\_\_\_\_\_\_\_\_\_\_**

### **Income Details**

| **Income Source** | **Amount ($)** | **Notes** | **Date Received** |
| --- | --- | --- | --- |
| **Sales Revenue** |  |  |  |
| **Service Revenue** |  |  |  |
| **Rental Income** |  |  |  |
| **Commissions & Fees** |  |  |  |
| **Other Business Income** |  |  |  |
| **Investment Income** |  |  |  |
| **Refunds & Adjustments** |  |  |  |
| **Total Monthly Revenue** |  |  |  |

### **Expense Breakdown**

* **Salaries & Wages: $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**
* **Rent/Mortgage: $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**
* **Utilities (Electricity, Water, Internet): $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**
* **Marketing & Advertising: $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**
* **Office Supplies: $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**
* **Insurance: $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**
* **Miscellaneous: $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

### **Profit & Loss Calculation**

* **Total Monthly Revenue: $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**
* **Total Expenses: $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**
* **Net Profit/Loss (Revenue - Expenses): $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Declaration
 I confirm that the above information is accurate and reflects my business earnings for the stated period.**

* **Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_**