

# Profit and Loss WorkSheet

## FIXED EXPENSES:

### Rent:

List only real estate used in business.

1

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### Depreciation:

Amortization of capital assets.

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### Utilities:

Water

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Gas

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Light

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### Insurance:

Fire or liability on property or products.

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Worker's Compensation.

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### Loan repayments:

Interest on outstanding loans.

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### Miscellaneous:

1

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2

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3

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## Controllable/Variable Expenses:

### Salary Expenses:

Base pay plus overtime

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### Payroll Expenses:

Paid Vacations

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Sick Leave

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Health Insurance

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Unemployment Insurance

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Social Security Taxes

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### Accounting and Legal:

Outside professional services

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**Advertising:**

Include desired sales volume	\$
Classified directory advertising expenses	\$

**Car delivery and travel:**

Trips used in business	\$
Parking	\$
Tools	\$

**Supplies:**

Services	\$
Items	\$

**Repairs and Maintenance:**

1	\$
2	\$
3	\$

**Outside Services:**

Subcontracts	\$
Overflow Work	\$
Special or One-Time Service	\$

<b>NET PROFIT (LOSS):</b>	\$
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