

Monthly Income and Expense Statement

Participant's Name: _____ Date: _____

Business Name: _____ For Month: _____

| <u>INCOME</u> | FORECAST | ACTUAL | YTD |
|----------------|----------|--------|-----|
| Monthly Sales: | | | |
| Other Income: | | | |
| Total Income: | | | |

| <u>EXPENSE</u> | FORECAST | ACTUAL | YTD |
|-------------------------------------|----------|--------|-----|
| Inventory | | | |
| Advertising & Marketing | | | |
| Office Supplies | | | |
| Travel (Accommodation & Meals only) | | | |
| Vehicle: Fuel | | | |
| Vehicle: Repair & Maintenance | | | |
| Vehicle: Insurance | | | |
| Bank Charges | | | |
| Insurance (Liability & Personal) | | | |
| Legal Fees / Accountant | | | |
| Rent/Lease (if not homebased) | | | |
| Licenses/Permits | | | |
| Telephone, Fax, Internet | | | |
| Utilities | | | |
| Bookkeeper | | | |
| Principal Drawings | | | |
| Equipment & Tools | | | |
| Capital Items | | | |
| Other | | | |
| | | | |
| | | | |
| Total Expenses | | | |
| | | | |
| Total Income | | | |
| | | | |
| Total Expenses | | | |
| | | | |
| Net Income | | | |

Please note: Monthly Income & Expense Statements and Activity Reports must be returned monthly to SE Staff to avoid termination. Computer Statements are also acceptable as long as they provide the same information as this worksheet.

Please give a brief description of activities for specified month.

ACTIVITIES FOR THIS MONTH:

ACTIVITIES PLANNED FOR NEXT MONTH:

COMMENTS:

TRAINING OR HELP NEEDED IN THE FOLLOWING AREAS:

| | | |
|--------------------|-------------------------|-------------------------|
| Bookkeeping | Planning & Goal Setting | Marketing Your Business |
| Advertising/Promo | Time Management | Stress Management |
| Negotiation Skills | Selling Techniques | Women in Management |
| Managing Cash Flow | Management Skills | Credit and Collection |
| Customer Service | Employees | Computer Training |
| Business Law | Other: _____ | |

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