

## Sample Profit and Loss Statement

A profit and loss statement is a financial document used to record the financial performance over given accounting periods. Simply put, it is an account of your revenue and expenses during a certain period, which are then used to calculate either the profit or loss made by the organization.

*(Categories and numbers are included as examples only)*

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### Profit and Loss Statement for X Organization

For the period of \_\_\_January 2015\_\_\_ to \_\_\_January 2016\_\_\_

#### Income

Program fees	\$ 3,000
Grants	\$50,000
Fundraising and Donations	\$10,000
Other Income	\$ 5,000

<b>Total Income</b>	<b>\$68,000</b>
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#### Expenses

Advertising	\$ 1,000
Bank Charges	\$ 200
Equipment	\$ 3,000
Insurance	\$ 2,000
Office Rent	\$12,000
Office Supplies	\$ 2,000
Postage	\$ 500
Salary	\$40,000
Utilities	\$ 5,000
Other expenses	\$ 2,000

<b>Total Expenses</b>	<b>\$67,700</b>
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<b>Profit / (Loss)</b>	<b>\$ 300</b>
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