

# OPERATING STATEMENT

**BUSINESS NAME:** \_\_\_\_\_

**MONTH:** \_\_\_\_\_

**YEAR:** \_\_\_\_\_

**Gross Business Income:**

- a) Cash Sales \$ \_\_\_\_\_
- b) Collections From Other Credit Accounts \$ \_\_\_\_\_
- c) Loans or Other Cash \$ \_\_\_\_\_
- d) Injections (*specify*) \$ \_\_\_\_\_

**Total Gross Business Income** \$ \_\_\_\_\_

**Business Expenses:**

- a) Purchases (*merchandise/inventory*) \$ \_\_\_\_\_
- b) Gross Wages (*excludes withdrawals*) \$ \_\_\_\_\_
- c) Payroll Expenses (*withholding taxes, benefits, etc.*) \$ \_\_\_\_\_
- d) Outside Services \$ \_\_\_\_\_
- e) Supplies (*office & operating*) \$ \_\_\_\_\_
- f) Repairs & Maintenance (*to equipment or building*) \$ \_\_\_\_\_
- g) Vehicle Expenses (*gas, repairs, maintenance*) \$ \_\_\_\_\_
- h) Equipment Leasing \$ \_\_\_\_\_
- i) Advertising \$ \_\_\_\_\_
- j) Accounting & Legal \$ \_\_\_\_\_
- k) Rent (*real estate only*) \$ \_\_\_\_\_
- l) Telephone \$ \_\_\_\_\_
- m) Utilities \$ \_\_\_\_\_
- n) Insurance \$ \_\_\_\_\_
- o) Taxes (*real estate, sales, etc.*) \$ \_\_\_\_\_
- p) Other Expenses – Specify: \_\_\_\_\_ \$ \_\_\_\_\_
- q) Other Expenses – Specify: \_\_\_\_\_ \$ \_\_\_\_\_

**Total Business Expenses** \$ \_\_\_\_\_

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**Total Gross Business Income:** \$ \_\_\_\_\_

**Total Business Expenses:** \$ \_\_\_\_\_

**Net Available:** \$ \_\_\_\_\_

The undersigned certifies that the information on this page true & correct.

Signed: \_\_\_\_\_

Date: \_\_\_\_\_