[A green sign with white text

Description automatically generated with medium confidence](https://www.smartsheet.com/try-it?trp=11375&utm_source=integrated+content&utm_campaign=/content/small-business-income-templates&utm_medium=Printable+Small+Business+Income+and+Expenses+doc+11375&lpa=Printable+Small+Business+Income+and+Expenses+doc+11375&lx=PFpZZjisDNTS-Ddigi3MyABAgeTPLDIL8TQRu558b7w)

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **SMALL BUSINESS INCOME  AND EXPENSES TEMPLATE** | | | | | | | | |
|  |  |  |  | INCOME AND EXPENSES | | |  |  |
| COMPANY NAME | | |  | STATEMENT REPORTING PERIOD | | |  |  |
|  | | |  | STARTING DATE |  | ENDING DATE |  |  |
|  |  | to |  |  |  |
|  |  |  |  |  |  |  |  |  |
| REVENUE |  |  |  | EXPENSES | | |  |  |
| *Including deductions for returns and discounts* | | |  | Wages and Benefits | |  |  |  |
| Sales Revenue | |  |  | Rent / Mortgage | |  |  |  |
| Other Revenue | |  |  | Utilities | |  |  |  |
| **GROSS REVENUE** | |  |  | Office Supplies | |  |  |  |
|  |  |  |  | Internet & Phone | |  |  |  |
|  |  |  |  | Travel | |  |  |  |
| COST OF GOODS SOLD | | |  | Insurance | |  |  |  |
| COGS | |  |  | Interest | |  |  |  |
| **TOTAL COGS** | |  |  | Depreciation | |  |  |  |
|  |  |  |  | Taxes | |  |  |  |
|  |  | GROSS PROFIT |  | Other Expenses | |  |  |  |
| *Gross Revenue minus COGS* | |  |  | **TOTAL EXPENSES** | |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  | NET INCOME |  |  |
|  |  |  |  | *Gross Profit minus Total Expenses* | |  |  |  |

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