

Super Secret Client

1 PROFIT AND LOSS
January - June, 2020

	TOTAL
Income	
Design income	1,312.50
Discounts given	-30.50
Landscaping Services	1,280.00
Job Materials	
Fountains and Garden Lighting	1,379.00
Plants and Soil	2,251.97
Sprinklers and Drip Systems	138.00
Total Job Materials	3,768.97
Labor	
Maintenance and Repair	50.00
Total Labor	50.00
Total Landscaping Services	5,098.97
Pest Control Services	40.00
Sales of Product Income	44.00
Services	503.55
Total Income	\$6,968.52
Cost of Goods Sold	
Cost of Goods Sold	
Job Expenses	108.09
Total Cost of Goods Sold	108.09
Decks and Patios	191.64
Plants and Soil	329.62
Sprinklers and Drip Systems	215.66
Total Cost of Goods Sold	\$845.01
GROSS PROFIT	\$6,123.51
Expenses	
Automobile	19.99
Fuel	233.70
Total Automobile	253.69
Insurance	241.23
Legal & Professional Fees	
Accounting	325.00
Bookkeeper	55.00
Lawyer	400.00
Total Legal & Professional Fees	780.00
Maintenance and Repair	185.00
Meals and Entertainment	9.52
Office Expenses	18.08
Rent or Lease	900.00
Utilities	
Gas and Electric	200.53
Telephone	130.86
Total Utilities	331.39
Total Expenses	\$2,718.91
NET OPERATING INCOME	\$3,404.60
Other Expenses	
Miscellaneous	2,916.00
Total Other Expenses	\$2,916.00
NET OTHER INCOME	\$ -2,916.00
NET INCOME	\$488.60

1 PROFIT + LOSS

Also called "Income Statement"

2 COGS (COST OF GOODS SOLD)

Expenses specifically incurred to create revenue (e.g. cost of materials, direct labor)

3 OPERATING EXPENSES

Expenses related to running your business (e.g. office rent, utilities, marketing + advertising, cell phone)

4 OTHER INCOME

This is one-off income, like selling a building or insurance checks, and is not related to your usual operating activities

5 NET INCOME

Also called "net profit", this is your all-important bottom line (literally!)

**There are different versions of this report on the next page*

Profit + Loss Report

What is this?

This is an overview of how profitable your business is over a period of time (typically a year)

What is it used for?

- Helps identify your most profitable seasons, locations, revenue types, etc.
- Shows if you're operating at a loss, breaking even, or profitable

Profit + Loss - By Quarter

	JAN - MAR, 2020	APR - JUN, 2020	TOTAL
Utilities			\$0.00
Gas and Electric		200.53	\$200.53
Telephone		130.86	\$130.86
Total Utilities		331.39	\$331.39
Total Expenses	\$300.00	\$2,418.91	\$2,718.91
NET OPERATING INCOME	\$91.25	\$3,313.35	\$3,404.60
Other Expenses			
Miscellaneous		2,916.00	\$2,916.00
Total Other Expenses	\$0.00	\$2,916.00	\$2,916.00
NET OTHER INCOME	\$0.00	\$ -2,916.00	\$ -2,916.00
NET INCOME	\$91.25	\$397.35	\$488.60

Profit + Loss - By Month

	JAN 2020	FEB 2020	MAR 2020	APR 2020	MAY 2020	JUN 2020	TOTAL
Utilities							\$0.00
Gas and Electric					86.44	114.09	\$200.53
Telephone					56.50	74.36	\$130.86
Total Utilities					142.94	188.45	\$331.39
Total Expenses	\$0.00	\$0.00	\$300.00	\$250.00	\$314.50	\$1,854.41	\$2,718.91
NET OPERATING INCOME	\$0.00	\$0.00	\$91.25	\$112.92	\$430.32	\$2,770.11	\$3,404.60
Other Expenses							
Miscellaneous					250.00	2,666.00	\$2,916.00
Total Other Expenses	\$0.00	\$0.00	\$0.00	\$0.00	\$250.00	\$2,666.00	\$2,916.00
NET OTHER INCOME	\$0.00	\$0.00	\$0.00	\$0.00	\$ -250.00	\$ -2,666.00	\$ -2,916.00
NET INCOME	\$0.00	\$0.00	\$91.25	\$112.92	\$180.32	\$104.11	\$488.60