

BUSINESS PLANNING WORKSHEET

	Year to Date	Projected to End of Year	Projected Total Year
INCOME			
Gross receipts or sales			
Returns and allowances			
Net			
Cost of goods sold (see schedule below)			
Gross profit			
Other income			

Gross Income			
EXPENSES			
Advertising			
Car and truck expenses			
Commissions and fees			
Contract labor			
Depletion			
Depreciation (estimate using last year or call for update)			
Employee benefit program			
Insurance (other than health)			
Interest expense			
Legal and professional services			
Office expense			
Pension and profit sharing plans			
Rent or lease expense			
Repairs and maintenance			
Supplies			
Taxes			
Travel			
Meals and entertainment (only 50% deductible)			
Utilities			
Wages			
Other expenses			

Total Expenses			
NET PROFIT (LOSS)			
COST OF GOODS SOLD			
Inventory at the start of year			
Purchases			
Cost of labor not deducted elsewhere			
Materials and supplies			
Other costs			
Subtotal			
Inventory at the end of the year			
Total cost of goods sold			