**SAMPLE**

**Profit & Loss Statement**

**AKA Statement of Actual Incomes & Expenses**

**DATE/TIME PERIOD**

**Income Amount**

Grants

Individual Donations

Business/Corporate Gifts

In-kind Contributions

Interest

Other

*Total Income*

**Expenses Amount**

Salary

Benefits

Rent

Utilities

Supplies

Contracted Services

Travel

Training

Marketing/Advertising

Subscriptions

Phone & Internet

Technology

Fundraising

*Total Expenses*

**Net Income**