Profit and Loss account

A guide to completion

Sales/Turnover – Monies you have received from sales of goods or services excluding VAT

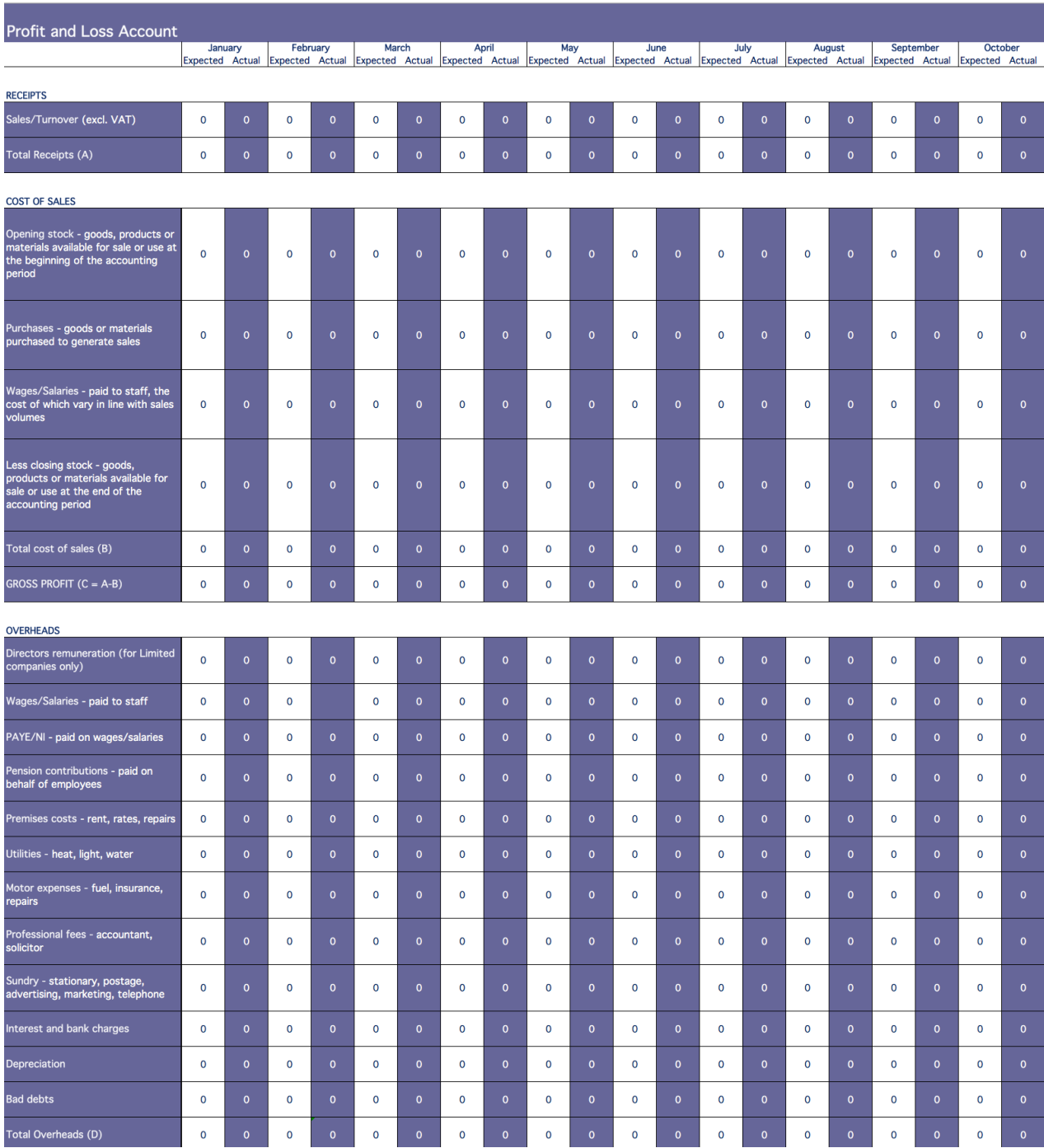
Opening stock – This is the amount of goods, product or materials available for sale or use at the **beginning** of an accounting period

Wages/Salaries – This will typically be wages for employees you already have including yourself

Less closing stock – This is the amount of goods, product or materials available for sale or use at the **end** of an accounting period

Professional fees – This may be membership subscriptions or for professional services e.g. accountant

Depreciation – This is the process of allocating part of the cost of fixed assets as an expense to a particular accounting period e.g. if a car bought for £15000 has an expected life of 5 years and a residual value of £5000, then the depreciation charge will be £2000 a year



Profit and Loss Account

	January		February		March		April		May		June		July		August		September		October	
	Expected	Actual	Expected	Actual	Expected	Actual	Expected	Actual	Expected	Actual	Expected	Actual	Expected	Actual	Expected	Actual	Expected	Actual	Expected	Actual
RECEIPTS																				
Sales/Turnover (excl. VAT)	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Total Receipts (A)	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
COST OF SALES																				
Opening stock - goods, products or materials available for sale or use at the beginning of the accounting period	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Purchases - goods or materials purchased to generate sales	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Wages/Salaries - paid to staff, the cost of which vary in line with sales volumes	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Less closing stock - goods, products or materials available for sale or use at the end of the accounting period	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Total cost of sales (B)	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
GROSS PROFIT (C = A-B)	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
OVERHEADS																				
Directors remuneration (for Limited companies only)	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Wages/Salaries - paid to staff	0	0	0		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
PAYE/NI - paid on wages/salaries	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Pension contributions - paid on behalf of employees	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Premises costs - rent, rates, repairs	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Utilities - heat, light, water	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Motor expenses - fuel, insurance, repairs	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Professional fees - accountant, solicitor	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Sundry - stationary, postage, advertising, marketing, telephone	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Interest and bank charges	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Depreciation	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Bad debts	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Total Overheads (D)	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0