

Annual Income and Expense Worksheet

Business Name: _____ Year: _____

Prepared By: _____ Date: _____

A. Income

Source	Amount	Remarks
Product Sales		
Service Income		
Other Income		
Total Income		

B. Expenses

Expense Item	Amount	Remarks
Raw Materials / Inventory		
Rent		
Salaries & Wages		
Utilities (Electricity, Water)		
Marketing / Advertising		
Office Supplies		
Transport & Delivery		
Repairs & Maintenance		
Taxes & Licenses		
Other Expenses		
Total Expenses		

C. Net Income Calculation

Net Income (Total Income - Total Expenses)		
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