

Small Bookstore

Profit and Loss Account

For the Year Ended: _____

Description	Amount (â,1)
Sales	
Less: Sales Returns	
Net Sales	
Opening Stock	
Add: Purchases	
Less: Purchase Returns	
Goods Available for Sale	
Less: Closing Stock	
Cost of Goods Sold	
GROSS PROFIT	
Less: Operating Expenses	
Rent	
Salaries & Wages	
Utilities (Electricity, Water, etc.)	
Stationery & Packing	
Advertising	
Repairs & Maintenance	
Depreciation	
Other Expenses	
Total Operating Expenses	
NET PROFIT	

Prepared by _____

Checked by _____

Approved by _____