

# FINANCIALS TEMPLATE

## ALL BUSINESS CATEGORIES

Instructions: Use this template to report your financial information for three (3) years. You may modify this form if necessary to more accurately reflect the financials of your business, but you are encouraged to adhere to this form to the extent possible. Also, if you do modify the form, your financial page may not exceed one 8.5 X 11 sheet of paper, one side only.

Business Name: \_\_\_\_\_

Your Name: \_\_\_\_\_

	Year 1	Year 2	Year 3
Revenues: (Income from the sales of goods and/or services)			
Cost of Goods Sold: (The direct costs of material and labor to produce the good and/or service) ENTER NEGATIVE NUMBER			
<b>Gross Margin</b> (Revenues minus Cost of Goods Sold)			
Overhead Expenses (Overhead Expenses are typically monthly or one-time expenses. They are not direct expenses with your product and/or service, but are needed expenses for the business)			
Rent (NEGATIVE NUMBER)			
Utilities (NEGATIVE NUMBER)			
Employee Wages (NEGATIVE NUMBER)			
Marketing Expenses (NEGATIVE NUMBER)			
Supplies (NEGATIVE NUMBER)			
Bank Charges (NEGATIVE NUMBER)			
Other Expenses (NEGATIVE NUMBER)			
<b>Total Overhead</b>			
<b>Profit</b> (Profit = Gross Margin minus Overhead Expenses)			

Notes (if needed):