

Your Small Business
Statement of Revenues and Expenses
January through August

| | <u>2008</u> | <u>2007</u> | <u>Change</u> |
|---------------------------------------|---------------------|---------------------|--------------------|
| Revenues | | | |
| 451 - Sales | \$ 925,193.03 | \$ 922,120.63 | \$ 3,072.40 |
| 459 - Refunds & Returned Checks | (20.54) | (166.64) | 146.10 |
| Total Revenues | <u>925,172.49</u> | <u>921,953.99</u> | <u>3,218.50</u> |
| Cost of Goods Sold | | | |
| 551 - Purchases | 533,837.57 | 546,471.78 | (12,634.21) |
| Total Cost of Goods Sold | <u>533,837.57</u> | <u>546,471.78</u> | <u>(12,634.21)</u> |
| Gross Profit | 391,334.92 | 375,482.21 | 15,852.71 |
| Expense | | | |
| 603 - Advertising & Promotion | 182.50 | 1,220.04 | (1,037.54) |
| 612 - Auto and Truck Expense | 16,422.36 | 8,098.20 | 8,324.16 |
| 618 - Bank Service Charges | 10.00 | 37.00 | (27.00) |
| 620 - Cleaning & Janitorial | 1,883.39 | 2,069.29 | (185.90) |
| 633 - Contributions | 350.00 | 366.00 | (16.00) |
| 638 - Conventions and Seminars | 2,479.00 | 0.00 | 2,479.00 |
| 645 - Depreciation Expense | 6,536.00 | 2,518.64 | 4,017.36 |
| 670 - Insurance - Worker's Comp | 6,081.00 | 8,331.00 | (2,250.00) |
| 673 - Insurance - General Liability | 3,486.35 | 3,698.75 | (212.40) |
| 676 - Insurance - Officer's Life | 1,328.10 | 1,834.92 | (506.82) |
| 677 - Insurance - Health | 15,294.00 | 14,727.00 | 567.00 |
| 680 - Interest Expense | 1,346.00 | 3.75 | 1,342.25 |
| 689 - Legal, Accounting, Professional | 2,680.00 | 3,249.00 | (569.00) |
| 690 - Licenses and Permits | 2,265.96 | 3,582.28 | (1,316.32) |
| 695 - Outside Services | 471.35 | 0.00 | 471.35 |
| 706 - Postage and Delivery | 556.24 | 612.88 | (56.64) |
| 715 - Rent | 128,000.00 | 128,000.00 | 0.00 |
| 717 - Rent - Equipment | 301.36 | 181.36 | 120.00 |
| 720 - Repairs & Maintenance | 3,263.76 | 13,617.00 | (10,353.24) |
| 739 - Supplies & Expense - Office | 1,144.47 | 424.76 | 719.71 |
| 740 - Supplies | 417.87 | 0.00 | 417.87 |
| 743 - Taxes - Payroll | 8,329.89 | 8,231.39 | 98.50 |
| 744 - Taxes - Property | 7,821.88 | 2,904.77 | 4,917.11 |
| 747 - Taxes - Other | 0.00 | 429.83 | (429.83) |
| 748 - Taxes-Penalty | 0.00 | 466.68 | (466.68) |
| 750 - Telephone | 2,425.83 | 2,481.41 | (55.58) |
| 756 - Travel - 100% | 0.00 | 3,242.06 | (3,242.06) |
| 757 - Meals & Entertainment - 50% | 0.00 | 1,136.05 | (1,136.05) |
| 762 - Utilities | 7,292.22 | 6,919.32 | 372.90 |
| 790 - Wages - Employees | 87,370.91 | 68,895.53 | 18,475.38 |
| 798 - Wages - Officers | 11,256.92 | 28,000.00 | (16,743.08) |
| Total Expense | <u>318,997.36</u> | <u>315,278.91</u> | <u>3,718.45</u> |
| Income from Operations | 72,337.56 | 60,203.30 | 12,134.26 |
| Other Income/Expense | | | |
| Other Income | | | |
| 840 - Interest Income | 4.10 | 0.00 | 4.10 |
| Total Other Income | <u>4.10</u> | <u>0.00</u> | <u>4.10</u> |
| Other Expense | | | |
| 870 - Other Non-Operating Expenses | 6,000.00 | 0.00 | 6,000.00 |
| 901 - Federal Income Tax | 750.59 | 2,100.00 | (1,349.41) |
| 902 - State Income Tax | 0.00 | 2,184.66 | (2,184.66) |
| Total Other Expense | <u>6,750.59</u> | <u>4,284.66</u> | <u>2,465.93</u> |
| Net Other Income/Expense | <u>(6,746.49)</u> | <u>(4,284.66)</u> | <u>(2,461.83)</u> |
| Net Income | <u>\$ 65,591.07</u> | <u>\$ 55,918.64</u> | <u>\$ 9,672.43</u> |

Sample Report - Not For Distribution
 Courtesy of Girolamo Company, CPA
 100 E Thousand Oaks Blvd Ste 276
 Thousand Oaks CA 91360
 805-778-9277 - www.gcompany.us

Your Small Business
Statement of Assets, Liabilities and Equity
As of August 31

| | 2008 | 2007 | Change |
|---------------------------------------|-----------------------------|-----------------------------|----------------------------|
| ASSETS | | | |
| Current Assets | | | |
| Cash | | | |
| 007 · Cash On Hand | \$ 244.00 | \$ 244.00 | \$ - |
| 010 · Cash In Bank - Bank of America | -97,798.87 | -16,710.28 | -81,088.59 |
| 012 · Cash in Bank- National Bk of CA | 0.00 | 70,435.02 | -70,435.02 |
| 014 · Certificate of Deposit | 80,000.00 | 80,000.00 | 0.00 |
| 016 · Cash In Bank - BofA CC | 31,531.68 | 85.28 | 31,446.40 |
| 017 · Bank of America Money Mkt | 100,004.10 | 0.00 | 100,004.10 |
| Total Checking/Savings | <u>113,980.91</u> | <u>134,054.02</u> | <u>-20,073.11</u> |
| Other Current Assets | | | |
| 033 · Accounts Receivable | 133,605.53 | 128,462.54 | 5,142.99 |
| 036 · Other Receivables | 0.00 | 7,426.71 | -7,426.71 |
| 051 · Inventory | 322,994.00 | 309,742.00 | 13,252.00 |
| Total Other Current Assets | <u>456,599.53</u> | <u>445,631.25</u> | <u>10,968.28</u> |
| Total Current Assets | 570,580.44 | 579,685.27 | -9,104.83 |
| Fixed Assets | | | |
| 106 · Leasehold Improvements | 39,823.00 | 39,823.00 | 0.00 |
| 110 · Machinery & Equipment | 46,323.00 | 41,452.00 | 4,871.00 |
| 1125 · Software | 3,165.00 | 3,165.00 | 0.00 |
| 115 · Furniture & Fixtures | 23,677.00 | 23,677.00 | 0.00 |
| 120 · Vehicles | 86,790.21 | 64,161.68 | 22,628.53 |
| 148 · Accumulated Depreciation | -133,352.00 | -128,013.68 | -5,338.32 |
| Total Fixed Assets | <u>66,426.21</u> | <u>44,265.00</u> | <u>22,161.21</u> |
| Other Assets | | | |
| 160 · Investment | 88,230.52 | 88,230.38 | 0.14 |
| Total Other Assets | <u>88,230.52</u> | <u>88,230.38</u> | <u>0.14</u> |
| TOTAL ASSETS | <u>\$ 725,237.17</u> | <u>\$ 712,180.65</u> | <u>\$ 13,056.52</u> |
| LIABILITIES & EQUITY | | | |
| Liabilities | | | |
| Current Liabilities | | | |
| 203 · Accounts Payable | 55,873.00 | 53,873.00 | 2,000.00 |
| 236 · Sales Tax Payable | \$ 11,111.19 | \$ 11,167.15 | \$ (55.96) |
| 246 · Payroll Liabilities | 5,119.64 | -2,223.08 | 7,342.72 |
| 258 · Retirement Plan Payable | 0.00 | 30,325.00 | -30,325.00 |
| 276 · Notes and Loans Payable | 846.59 | 42.50 | 804.09 |
| Total Other Current Liabilities | <u>72,950.42</u> | <u>93,184.57</u> | <u>-20,234.15</u> |
| Total Current Liabilities | 72,950.42 | 93,184.57 | -20,234.15 |
| Long Term Liabilities | | | |
| 279 · Vehicle Loan Payable | 29,692.01 | 0.00 | 29,692.01 |
| Total Long Term Liabilities | <u>29,692.01</u> | <u>0.00</u> | <u>29,692.01</u> |
| Total Liabilities | 102,642.43 | 93,184.57 | 9,457.86 |
| Equity | | | |
| 303 · Capital Stock | 18,900.00 | 18,900.00 | 0.00 |
| 305 · Dividends | -25,450.00 | -10,000.00 | -15,450.00 |
| 380 · Retained Earnings | 563,553.67 | 554,177.44 | 9,376.23 |
| Net Income | 65,591.07 | 55,918.64 | 9,672.43 |
| Total Equity | <u>622,594.74</u> | <u>618,996.08</u> | <u>3,598.66</u> |
| TOTAL LIABILITIES & EQUITY | <u>\$ 725,237.17</u> | <u>\$ 712,180.65</u> | <u>\$ 13,056.52</u> |

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**Your Small Business
Check Register
As of August 31, 20XX**

| Date | # | Payee | Memo | Account | Amount |
|-----------|------|-----------------------------|----------------|-----------------------------------|-------------------|
| 8/1/20XX | 5149 | Major Supplier 1 | | 551 · Purchases | 12,741.65 |
| 8/1/20XX | 5150 | Major Supplier 2 | #8767757-6 | 551 · Purchases | 17,058.83 |
| 8/4/20XX | 5151 | Chase Automotive Finance | | 612 · Auto Expense | 686.29 |
| 8/5/20XX | 5152 | Blue Cross of California | | 677 · Insurance - Health | 2,803.00 |
| 8/8/20XX | 5153 | Verizon | #99808649274 | 750 · Telephone | 346.33 |
| 8/8/20XX | 5154 | Mercedes-Benz | | 612 · Auto Expense | 688.44 |
| 8/8/20XX | 5155 | Dudley Do Right's | | 551 · Purchases | 357.04 |
| 8/8/20XX | 5156 | Waste Management | #100-261-A3G-1 | 620 · Cleaning & Janitorial | 272.45 |
| 8/8/20XX | 5157 | Paint Sundries | | 551 · Purchases | 5,863.05 |
| 8/8/20XX | 5158 | Simon Air | | 717 · Rent - Equipment | 120.00 |
| 8/13/20XX | 5159 | Mercedes-Benz | | 612 · Auto Expense | 688.44 |
| 8/13/20XX | 5160 | Quill | | 739 · Supplies & Expense - Office | 132.04 |
| 8/14/20XX | 5161 | AT&T Yellow Pages | | 603 · Advertising & Promotion | 57.50 |
| 8/15/20XX | 5162 | Bank of America | | 246 · Payroll Liabilities | 2,158.51 |
| 8/15/20XX | 5163 | National Financing | | 258 · Retirement Plan Payable | 25,215.02 |
| 8/17/20XX | 5164 | Bank of America | | 276 · Notes and Loans Payable | 8,130.00 |
| 8/17/20XX | 5165 | AT&T | | 750 · Telephone | 78.07 |
| 8/22/20XX | 5166 | Department of Water & Power | | 762 · Utilities | 1,014.29 |
| 8/22/20XX | 5167 | Telecheck | | 739 · Supplies & Expense - Office | 29.22 |
| 8/22/20XX | 5168 | State Board of Equalization | #25-047753 | 236 · Sales Tax Payable | 9,039.00 |
| 8/29/20XX | 5169 | Ventura Tax Collector | | 744 · Taxes - Property | 411.13 |
| 8/29/20XX | 5170 | Ventura Superior Leasing | | 715 · Rent | 16,000.00 |
| | | | | | <u>103,890.30</u> |

Sample Report - Not For Distribution
 Courtesy of Giralomo Company, CPA
 100 E Thousand Oaks Blvd Ste 276
 Thousand Oaks CA 91360
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Your Small Business
Detail General Ledger
 As of August 31, 20XX

| | <u>Date</u> | <u>Check</u> | <u>Name</u> | <u>Memo</u> | <u>Amount</u> |
|--|-------------|--------------|-----------------------------|----------------|-------------------|
| 551 - Purchases | | | | | |
| | 7/3/20XX | 5068 | Major Supplier 1 | #8767757-6 | 17,842.94 |
| | 7/3/20XX | 5069 | Major Supplier 2 | #4534516 | 9,906.06 |
| | 7/11/20XX | 5091 | Paint Sundries | | 5,588.11 |
| | 7/28/20XX | 5116 | Water, Inc | #A01643F | 644.28 |
| | 7/29/20XX | 5117 | Proctor Glove | | 596.78 |
| | 8/1/20XX | 5149 | Major Supplier 1 | #8767757-6 | 12,741.65 |
| | 8/1/20XX | 5150 | Major Supplier 2 | #4534516 | 17,058.83 |
| | 8/8/20XX | 5147 | Dudley Do Right | | 357.04 |
| | 8/8/20XX | 5148 | Paint Sundries | | 5,863.05 |
| | | | | | <u>70,578.74</u> |
| 620 - Cleaning & Janitorial | | | | | |
| | 7/11/20XX | 5092 | Waste Management | #100-261-A3G-1 | 271.66 |
| | 8/8/20XX | 5146 | Waste Management | #100-261-A3G-2 | 272.45 |
| | | | | | <u>544.11</u> |
| 715 - Rent | | | | | |
| | 7/29/20XX | 5119 | Ventura Superior Leasing | | 16,000.00 |
| | 8/29/20XX | 5185 | Ventura Superior Leasing | | 16,000.00 |
| | | | | | <u>32,000.00</u> |
| 717 - Rent - Equipment | | | | | |
| | 7/25/20XX | EFT | FDGL lease payment | | 22.67 |
| | 8/8/20XX | 5149 | Simon Air | | 120.00 |
| | 8/25/20XX | EFT | FDGL lease payment | | 22.67 |
| | | | | | <u>165.34</u> |
| 739 - Supplies & Expense - Office | | | | | |
| | 7/23/20XX | 5112 | Telecheck | | 32.90 |
| | 7/30/20XX | 5121 | Quill | | 120.56 |
| | 8/13/20XX | 5153 | Quill | | 132.04 |
| | 8/22/20XX | 5172 | Telecheck | | 29.22 |
| | | | | | <u>314.72</u> |
| 750 - Telephone | | | | | |
| | 7/2/20XX | 5065 | Verizon | #99808649274 | 246.07 |
| | 8/8/20XX | 5144 | Verizon | #99808649274 | 346.33 |
| | 8/17/20XX | 5167 | AT&T | | 78.07 |
| | | | | | <u>670.47</u> |
| 762 - Utilities | | | | | |
| | 7/22/20XX | 5110 | Department of Water & Power | | 904.28 |
| | 8/22/20XX | 5171 | Department of Water & Power | | 1,014.29 |
| | | | | | <u>1,918.57</u> |
| TOTAL | | | | | <u>106,375.45</u> |

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