

Expense Summary Chart – Profit Report

Report Period: January 1, 2024 – March 31, 2024

Prepared for: XYZ Corporation

Date Prepared: June 8, 2024

Income & Expenses

Category	Details	Amount (\$)
Income	Total Sales Revenue	25,000
Expenses	Office Supplies	1,200
	Salaries & Wages	8,500
	Utilities	750
	Marketing & Advertising	1,300
Total Expenses		11,750
Net Profit		13,250

Important Notes

- This summary provides a quick overview of main income and expense categories.
- All amounts are shown in USD and represent the specified reporting period.
- Ensure income and expense figures are supported by appropriate documentation.
- Net profit is calculated as total income minus total expenses.
- Use this report format for internal reviews or external financial reporting.