

Revenue and Expenditure Statement

Organization Name: _____

Period: _____

Date Prepared: _____

I. Revenue

| Particulars | Amount (in USD) |
|----------------------|-----------------|
| Sales Income | 10,000 |
| Interest Earned | 500 |
| Donations | 2,000 |
| Total Revenue | 12,500 |

II. Expenditure

| Particulars | Amount (in USD) |
|--------------------------|-----------------|
| Salaries and Wages | 4,000 |
| Rent | 1,500 |
| Office Supplies | 800 |
| Utilities | 600 |
| Miscellaneous | 400 |
| Total Expenditure | 7,300 |

III. Net Surplus / (Deficit)

| | |
|---|-------|
| Net Surplus / (Deficit) [Total Revenue - Total Expenditure] | 5,200 |
|---|-------|

Important Notes

- This statement summarizes all revenues and expenditures for the specified period.
- Ensure all figures are accurate and properly supported by source documents.
- Net Surplus indicates excess income over expenses; Net Deficit indicates the opposite.
- Regular preparation assists in tracking financial health and informed decision-making.
- This format may be tailored to fit the needs of different organizations.