

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
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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.