

Departmental Profit Forecast Sheet

Department: _____
Prepared by: _____
Forecast Period: _____
Date: _____

1. Revenue Forecast

Revenue Source	Forecasted Amount	Notes
Product/Service A	\$ _____	
Product/Service B	\$ _____	
Total Revenue	\$ _____	

2. Cost of Goods Sold (COGS)

Item	Amount	Notes
Material Costs	\$ _____	
Labor Costs	\$ _____	
Total COGS	\$ _____	

3. Operating Expenses

Expense Category	Amount	Notes
Salaries & Wages	\$ _____	
Utilities	\$ _____	
Rent	\$ _____	
Other Expenses	\$ _____	
Total Operating Expenses	\$ _____	

4. Forecast Summary

	Amount
Total Revenue	\$ _____
Less: Total COGS	(\$ _____)
Gross Profit	\$ _____
Less: Operating Expenses	(\$ _____)
Forecasted Net Profit	\$ _____

Important Notes:

- Ensure all assumptions and estimates are documented and justifiable.
- Regularly review and update forecasts according to changing business conditions.
- Consult relevant stakeholders and use historical data for greater accuracy.
- This document is for internal planning and may require adjustments for external reporting.