

Detailed Expense and Income Statement Form

Basic Information

Full Name

Statement Period

e.g. Jan 2024 - Mar 2024

Prepared By

Income Details

Source of Income	Description	Amount
<div>e.g. Salary</div>	<div>Main job</div>	<div></div>
<div>e.g. Freelance</div>	<div></div>	<div></div>
Total Income		

Expense Details

Type of Expense	Description	Amount
<div>e.g. Rent</div>	<div></div>	<div></div>
<div>e.g. Utilities</div>	<div></div>	<div></div>
Total Expenses		

Summary

Total Income	
Total Expenses	
Net Balance (Income - Expense)	

Remarks / Justifications

Provide any necessary explanations or comments regarding the above statement...

Important Notes

- Ensure all income and expenses are supported by appropriate documentation.
- Double-check all entered amounts for accuracy before submission or filing.
- This form helps track financial position and is useful for audits or budgeting.
- Retain copies of this form and all related receipts for your records.
- Report all sources of income and all necessary expenses for transparency.