

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
e.g. Salary	Main job	
e.g. Freelance		
Total Income		

Expense Details

Type of Expense	Description	Amount
e.g. Rent		
e.g. Utilities		
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.