

Monthly Profit Ledger

Month: _____

Date	Description	Income	Expenses	Profit/Loss	Running Balance
2024-06-01	Opening Balance				0.00
2024-06-02	Product Sales	1,200.00		1,200.00	1,200.00
2024-06-03	Office Supplies		200.00	-200.00	1,000.00
2024-06-05	Consulting Income	500.00		500.00	1,500.00
2024-06-10	Utility Bill		150.00	-150.00	1,350.00
2024-06-20	Service Fee	300.00		300.00	1,650.00
2024-06-27	Internet Expense		80.00	-80.00	1,570.00
Total		2,000.00	430.00	+1,570.00	1,570.00

Important Notes

- Ensure all transactions are recorded promptly and accurately.
- Retain original receipts and invoices for auditing purposes.
- Regularly reconcile this ledger with your bank statements.
- This document aids in financial analysis and tax filing.
- Update the running balance after every entry to avoid discrepancies.