

Departmental Profit and Loss Statement

Department: Sales
For the Period Ending: 30 June 2024

Revenue	Amount (\$)
Product Sales	120,000
Service Income	40,000
Total Revenue	160,000
Less: Cost of Goods Sold	
Direct Materials	50,000
Direct Labor	30,000
Other Direct Costs	5,000
Total Cost of Goods Sold	85,000
Gross Profit	
Gross Profit	75,000
Operating Expenses	
Salaries & Wages	20,000
Rent & Utilities	6,000
Marketing	3,000
Other Operating Expenses	2,000
Total Operating Expenses	31,000
Net Profit	
Net Profit	44,000

Important Notes

- This statement is department-specific and should be prepared for each department individually.
- Accurate allocation of shared costs/expenses is critical for a fair departmental profit calculation.
- Figures should be reviewed and reconciled regularly to ensure accuracy.
- Regular analysis helps in identifying high-performing and underperforming departments.