**INCOME STATEMENT LAYOUT**

INCOME STATEMENT FOR A BUSINESS

Income Statement

For X Company

For the period ended X 201X

Income

* List all income received X

\_\_\_\_\_\_\_

**Total income X**

**\_\_\_\_\_\_\_**

Expenses

* List all expenses X

\_\_\_\_\_\_\_

**Total expenses X**

**\_\_\_\_\_\_\_**

**Total profit/loss X**

**\_\_\_\_\_\_\_**

INCOME STATEMENT FOR RETAIL BUSINESS

Income Statement

For X Company

For the period ended X 201X

Income

* List sales income received X
* Deduct cost of goods sold (X)

\_\_\_\_\_\_\_

**Gross Profit X**  **\_\_\_\_\_\_\_**

Plus Other Income

* List all other income received X

\_\_\_\_\_\_\_

**Total income X**

**\_\_\_\_\_\_\_**

Expenses

* List all expenses X

\_\_\_\_\_\_\_

**Total expenses X**

**\_\_\_\_\_\_\_**

**Net profit/loss X**

**\_\_\_\_\_\_\_**

**BALANCE SHEET LAYOUT**

Balance Sheet

For X Company

For the period ended X 201X

Current assets

* List all current assets X

\_\_\_\_\_\_\_

**Total current assets X**

**\_\_\_\_\_\_\_**

Non-current assets

* List all non-current assets

\_\_\_\_\_\_\_

**Total non-current assets X**

**\_\_\_\_\_\_\_**

\_\_\_\_\_\_\_

**Total assets X**

**\_\_\_\_\_\_\_**

Current liabilities X

\_\_\_\_\_\_\_

**Total current liabilities X**

**\_\_\_\_\_\_\_**

Non-current liabilities

* List all non-current liabilities X

\_\_\_\_\_\_\_

**Total non-current liabilities X**

**\_\_\_\_\_\_\_**

\_\_\_\_\_\_\_

**Total liabilities X**

**\_\_\_\_\_\_\_**

Equity

* Capital X
* Profit/loss X
* Drawings (X)

**\_\_\_\_\_\_\_\_**

**Total equity X**

**\_\_\_\_\_\_\_\_**

You may be asked to calculate capital section of equity

You know A=L+E so you can work out total equity

Once you have total equity and as you have profit from income statement you can then solve for capital