

WEEK START _____

WEEK END _____

TOTAL REVENUE & RECEIPTS			
DAY	DATE	TOTALS	YEAR TO DATE
MON			
TUE			
WED			
THU			
FRI			
SAT			
SUN			
GROSS REVENUE			
(-) LESS RETURNS			
NET REVENUE			

(-) LESS C.O.G.S.		
GROSS PROFIT		
(-) TOTAL EXPENSES		
PRE-TAX PROFIT		

PAYROLL		
	WEEK TOTAL	YEAR TO DATE
GROSS WAGES		
DEDUCTIONS:		
FED. INCOME TAX		
SOCIAL SECURITY		
MEDICARE		
STATE INCOME TAX		
NET WAGES PAID		

COST OF GOODS SOLD (C.O.G.S.)		
ACCOUNT	WEEK TOTAL	YEAR TO DATE
MERCHANDISE/MATERIAL		
INVENTORY ADJUSTMENT		
FREIGHT		
TOTAL C.O.G.S.		

OPERATING EXPENSES		
ACCOUNT	WEEK TOTAL	YEAR TO DATE
SALARY & WAGES		
PAYROLL TAXES		
BENEFITS		
WORKERS COMP.		
LEGAL & ACC.		
ADVERTISING		
BANK CHARGES		
RENT		
TELEPHONE		
UTILITIES		
INSURANCE		
INTEREST		
ENTERTAINMENT/TRAVEL		
POSTAGE		
ADMINISTRATIVE		
SUPPLIES		
TOTAL EXPENSES		