Harbor Office Supplies Ltd - Profit and Loss Statement

OF-XLS-PL01 v1.0 - Harbor Office Supplies Ltd

Purpose

Show revenue, cost of sales, gross profit, operating expenses and net profit for a trading year, month by month, so you can
profit and where the costs fall.

How to use

1. On the Setup sheet, enter your company name, currency label and reporting year.
2. On the Profit and Loss sheet, overwrite the example monthly figures in the white cells with your own. Add or rename lin
3. Every total, subtotal and profit line is a formula - do not type in the grey cells.
4. Check the Summary sheet for the year totals and profit margins.

Example figures

All figures are examples for the fictional company Harbor Office Supplies Ltd for the year ended 31 December 2026. They
must be replaced with your own figures. The net profit total is used as an input on the Balance Sheet template, so the two st

What this workbook is NOT

This is a management template for tracking trading performance. It is not a tax return and it does not claim to follow any ac
your accountant or adviser before using it for statutory or tax purposes.

**White cells are for your input. Grey cells are formulas - do not type in them. Replace every [bracketed] item and eve
your own details before relying on this workbook.**

Setup - lists and settings

Workbook settings

Company name	Harbor Office Supplies Ltd (example - replace with your company name)	Shown on the statement heading. Replace with your own company name.
Currency label	USD	Shown in headings. Change to your currency (for example GBP, EUR, PKR).
Reporting year	2026	The year covered by the statement (January to December).
Period start	2026-01-01	First day of the reporting year.
Period end	2026-12-31	Last day of the reporting year.

Profit and Loss Statement - Harbor Office Supplies Ltd

Example figures are illustrative - overwrite the white cells with your own numbers. Grey cells are formulas: do not type in them. Amounts in USD (see Setup).

Item	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
REVENUE													
Product sales	88,000	92,000	98,000	100,000	104,000	108,000	110,000	106,000	104,000	102,000	108,000	120,000	1,240,000
Service income	26,000	27,000	28,000	29,000	30,000	31,000	32,000	31,000	30,000	30,000	31,000	35,000	360,000
Other operating income	2,000	2,000	2,000	2,000	2,000	2,000	2,000	2,000	2,000	2,000	2,000	2,000	24,000
Total revenue	**116,000**	**121,000**	**128,000**	**131,000**	**136,000**	**141,000**	**144,000**	**139,000**	**136,000**	**134,000**	**141,000**	**157,000**	**1,624,000**
COST OF SALES													
Cost of goods sold	44,000	46,000	49,000	50,000	52,000	54,000	55,000	53,000	52,000	51,000	54,000	60,000	620,000
Direct labour	15,000	15,000	15,000	15,000	15,000	15,000	15,000	15,000	15,000	15,000	15,000	15,000	180,000
Freight inwards	3,000	3,000	3,000	3,000	3,000	3,000	3,000	3,000	3,000	3,000	3,000	3,000	36,000
Total cost of sales	**62,000**	**64,000**	**67,000**	**68,000**	**70,000**	**72,000**	**73,000**	**71,000**	**70,000**	**69,000**	**72,000**	**78,000**	**836,000**
Gross profit	**54,000**	**57,000**	**61,000**	**63,000**	**66,000**	**69,000**	**71,000**	**68,000**	**66,000**	**65,000**	**69,000**	**79,000**	**788,000**
OPERATING EXPENSES													
Salaries and wages	25,000	25,000	25,000	25,000	25,000	25,000	26,000	26,000	26,000	26,000	27,000	29,000	310,000
Rent	10,000	10,000	10,000	10,000	10,000	10,000	10,000	10,000	10,000	10,000	10,000	10,000	120,000
Utilities	3,000	3,200	3,400	3,600	3,800	4,000	4,200	3,800	3,600	3,400	3,200	2,800	42,000
Marketing and advertising	5,000	5,000	6,000	6,000	6,000	6,000	6,000	6,000	6,000	5,000	5,000	6,000	68,000
Office supplies	1,500	1,500	1,500	1,500	1,500	1,500	1,500	1,500	1,500	1,500	1,500	1,500	18,000
Travel and transport	2,000	2,000	2,200	2,200	2,200	2,200	2,200	2,200	2,200	2,200	2,200	2,200	26,000
Insurance	2,000	2,000	2,000	2,000	2,000	2,000	2,000	2,000	2,000	2,000	2,000	2,000	24,000
Professional fees	2,500	2,500	2,500	2,500	2,500	2,500	2,500	2,500	2,500	2,500	2,500	2,500	30,000
Maintenance and repairs	1,200	1,200	1,300	1,300	1,400	1,400	1,400	1,400	1,400	1,400	1,300	1,300	16,000
Depreciation	3,750	3,750	3,750	3,750	3,750	3,750	3,750	3,750	3,750	3,750	3,750	3,750	45,000
Other operating expenses	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	12,000
Total operating expenses	**56,950**	**57,150**	**58,650**	**58,850**	**59,150**	**59,350**	**60,550**	**60,150**	**59,950**	**58,750**	**59,450**	**62,050**	**711,000**
Operating profit	**-2,950**	**-150**	**2,350**	**4,150**	**6,850**	**9,650**	**10,450**	**7,850**	**6,050**	**6,250**	**9,550**	**16,950**	**77,000**
OTHER INCOME AND EXPENSES													
Interest received	300	300	300	300	300	300	300	300	300	300	300	200	3,500
Gain on disposal of equipment	0	0	0	0	0	0	0	0	0	0	0	4,500	4,500
Total other income	**300**	**300**	**300**	**300**	**300**	**300**	**300**	**300**	**300**	**300**	**300**	**4,700**	**8,000**
Interest paid	500	500	500	500	500	500	500	500	500	500	500	500	6,000
Bank charges	200	200	200	200	200	200	200	200	200	200	200	200	2,400
Total other expenses	**700**	**700**	**700**	**700**	**700**	**700**	**700**	**700**	**700**	**700**	**700**	**700**	**8,400**
Net profit before tax	**-3,350**	**-550**	**1,950**	**3,750**	**6,450**	**9,250**	**10,050**	**7,450**	**5,650**	**5,850**	**9,150**	**20,950**	**76,600**
Tax charge	0	0	0	0	0	0	0	0	0	0	0	11,490	11,490
NET PROFIT FOR THE YEAR	**-3,350**	**-550**	**1,950**	**3,750**	**6,450**	**9,250**	**10,050**	**7,450**	**5,650**	**5,850**	**9,150**	**9,460**	**65,110**

Check: the Total column for NET PROFIT FOR THE YEAR is the figure to copy into the Balance Sheet (Net profit for the year).

Summary - Profit and Loss

Year totals taken from the Total column of the Profit and Loss sheet. All amounts in the currency set on Setup.

Year totals

Total revenue	1,624,000
Total cost of sales	836,000
Gross profit	788,000
Gross profit margin	48.5%
Total operating expenses	711,000
Operating profit	77,000
Operating profit margin	4.7%
Total other income	8,000
Total other expenses	8,400
Net profit before tax	76,600
Tax charge	11,490
NET PROFIT FOR THE YEAR	**65,110**
Net profit margin	4.0%

Net profit by month

Month	Net profit
Jan	-3,350
Feb	-550
Mar	1,950
Apr	3,750
May	6,450
Jun	9,250
Jul	10,050
Aug	7,450
Sep	5,650
Oct	5,850
Nov	9,150
Dec	9,460
Year total	**65,110**