# Your September numbers

Sample pack. Brightside Home Services LLC is a made-up company; the layout is exactly what clients receive each month.

| Revenue | Expenses | Net profit | Cash in bank |
|---|---|---|---|
| **$48,210** +6% | **$31,940** | **$16,270** +11% | **$53,420** |

## What changed this month

- Revenue rose 6% to $48,210, mostly from more service calls. Subcontractor costs rose $450 with the extra work.
- Marketing went up $260 because of the Google Ads campaign started on 12 September.
- Customers owe you $12,640. Two invoices totalling $3,100 are more than 30 days old (listed in your receivables report); a reminder this week is worth sending.
- Cash of $53,420 covers about 1.7 months of expenses. The vehicle loan balance is now $14,300.

## Profit and loss

| | September | August |
|---|---|---|
| **Income** | | |
| Service revenue | 46,850 | 44,200 |
| Materials billed | 1,360 | 1,280 |
| **Total income** | **48,210** | **45,480** |
| **Expenses** | | |
| Subcontractors | 9,800 | 9,350 |
| Materials and supplies | 6,420 | 6,050 |
| Wages | 8,150 | 8,150 |
| Payroll taxes | 640 | 640 |
| Vehicle and fuel | 1,930 | 1,840 |
| Insurance | 1,150 | 1,150 |
| Rent | 1,600 | 1,600 |
| Software | 310 | 310 |
| Marketing | 1,240 | 980 |
| Bank and card fees | 410 | 380 |
| Other | 290 | 370 |
| **Total expenses** | **31,940** | **30,820** |
| **Net profit** | **16,270** | **14,660** |

## Balance sheet at 30 September

| | |
|---|---|
| **Assets** | |
| Operating checking | 38,420 |
| Savings | 15,000 |
| Accounts receivable | 12,640 |
| Vehicle, net | 21,500 |
| **Total assets** | **87,560** |
| **Liabilities** | |
| Accounts payable | 4,210 |
| Credit card | 2,870 |
| Payroll liabilities | 1,180 |
| Vehicle loan | 14,300 |
| **Total liabilities** | **22,560** |
| **Equity** | |
| Owner's capital | 20,000 |
| Owner's draws, year to date | (86,000) |
| Retained earnings | 18,700 |
| Net profit, year to date | 112,300 |
| **Total equity** | **65,000** |
| **Total liabilities and equity** | **87,560** |

## Bank reconciliation · operating checking

| | |
|---|---|
| Balance per bank statement, 30 September | 41,185.00 |
| Add: deposit in transit (customer check, 29 September) | 1,240.00 |
| Less: outstanding check #1187 | (2,150.00) |
| Less: outstanding check #1189 | (1,855.00) |
| **Adjusted bank balance** | **38,420.00** |
| Balance per books | 38,420.00 |
| **Difference** | **0.00** Reconciled |

Savings ($15,000.00) and the credit card ($2,870.00) also agree to their 30 September statements.

## Two questions for you

**1.** A Venmo payment of $1,240.00 to J. Ortiz on 14 September. Is this a subcontractor or a personal payment? If a subcontractor, I will request a W-9 so the 1099 is ready in January.

**2.** The Home Depot receipt for $386.20 on 22 September is missing. A photo of it is enough.

## Close checklist

| | | | |
|---|---|---|---|
| Bank and card accounts reconciled | 3 of 3 · 6 Oct | Transactions categorised | 142 |
| Receipts and bills matched | 96% (1 missing) | Payroll entries posted from Gusto | 2 pay runs |
| Receivables and payables reviewed | 7 Oct | Pack sent to owner | 8 Oct |

Prepared by Himanshu Sharma, H. Sharma & Co. · hello@hsharmaco.com · hsharmaco.com
Sample for illustration only. Figures in US dollars, cash basis. Brightside Home Services LLC is not a real business.