



## Profit and loss forecast

A profit and loss forecast tool with an example based on a printing company. Please fill in the details within this form to help forecast your profit and loss.

You can also print this form and bring it along with you when meeting a Barclays Business Manager. An example is provided to help you (please note, this example is fictitious). Keeping your profit and loss forecast up to date will help you to work out how much your business will make overall, month by month.

These files are provided in Portable Document Format (PDF). To view, modify and print [them](#), you will need Adobe Acrobat Reader. If the Adobe download site is not accessible to you, you can download Acrobat Reader from an [accessible page](#).

## Profit and loss forecast (example based on a printing company)

RECEIPTS	April		May	
	Budget	Actual	Budget	Actual
Sales (net of VAT) (a)	12,300	11,475	12,000	8,450
Less: direct costs				
Cost of materials	7,900	7,034	7,700	5,928
Wages	1,000	882	1,000	889
Gross profit (b)	3,400	3,559	3,300	1,663
Gross profit margin (b/a x 100%)	27.6	31.0	27.5	19.3
Overheads	450		450	
Salaries	500	230	700	245
Rent/rates/water	100	100	100	100
Insurance	50	79	50	79
Repairs/renewals	300	256	400	145
Heating/lighting/power	50	70	50	70
Postage/printing/stationery	50			
Motor and travel	24	271	200	254
Telephone	200			
Professional fees	500		500	
Depreciation	10	13	10	11
Bank charges	50	106	50	274
Other	240	140	42	
Total overheads (c)	2,524	1,265	2,552	1,178
Trading profit (b) - (c)	876	2,294	2,200	455
Interest charges	100	73	100	73
Net profit before tax	776	2,221	2,100	382
Cumulative net profit	776	2,221	2,876	2,603

### Sales

What they thought they'd make each month (less VAT)

### Salaries

They've hired someone to work part time.

### Insurance

The business insurance premium is paid monthly.

### Repairs/renewals

To cover cost of decorating the business premises.

### Motor and travel

They need to pay for insurance and petrol.

### Depreciation

They've allowed for a reduction in the value of their printing equipment.

### Interest charges

They're charged interest on their overdraft each month.

## Profit and loss forecast tips

### Tip #1

#### Less: direct costs

These are necessary costs that your business is expected to incur to allow production of goods or services which will be sold.

### Tip #3

#### Salaries

You might have to pay yourself less than you're used to until your business has been up and running for a while.

### Tip #5

#### Insurance

There are various types of insurance you can take out such as business, stock, content and building insurance.

### Tip #7

#### Motor and travel

Take into account fuel prices going up and bear in mind if you'll be travelling a lot, as you might have to service your vehicle more frequently.

### Tip #9

#### Depreciation

The value by which your business fixed assets may have fallen by the end of the budgeting period. This can reflect wear and tear, age and saleability. It is the expense allowed as the replacement cost of fixed assets.

### Tip #2

#### Gross profit

This is the expected profit after producing the finished goods or services. This is then available to meet further costs (overheads) of your business.

### Tip #4

#### Rent/rates/water

Be realistic about what you can afford before you take on any lengthy contracts.

### Tip #6

#### Repairs/renewals

Do some research to find out roughly how much it will cost to fix any equipment.

### Tip #8

#### Professional fees

With a book-keeping package you can do the accountancy yourself.

## Profit and loss forecast

Some of these headings can be changed by clicking on the text fields. Fill in the fields below and this document will automatically calculate your profit and loss.