

# Monthly Statement Form Sample (Excel Format)

This **monthly statement form** sample in Excel format provides a clear and organized way to track financial transactions and balances each month. It features easy-to-use fields for income, expenses, and summaries, ensuring accurate record-keeping. Perfect for both personal and business accounting needs.

Date	Description	Category	Income	Expense	Balance
2024-06-01	Opening Balance	--			1,000.00
2024-06-05	Salary Received	Income	2,500.00		3,500.00
2024-06-08	Office Supplies	Expense		150.00	3,350.00
2024-06-15	Utility Bill	Expense		100.00	3,250.00
2024-06-22	Freelance Income	Income	700.00		3,950.00
2024-06-27	Groceries	Expense		250.00	3,700.00
Total			3,200.00	500.00	3,700.00

Download this **template** as an editable Excel file to customize your **monthly statement form** for personal or business use.