

Simple Monthly Statement Excel Template for Business

This **Simple monthly statement Excel template** is designed to help businesses efficiently track and summarize their financial activities each month. It offers a clear layout for recording income, expenses, and balances, making financial management straightforward. Ideal for small to medium enterprises seeking an organized and easy-to-use tool.

Template Features

- Separate columns for Income and Expenses
- Automatic calculation of monthly balance
- Clear and printable layout
- Customizable fields for business-specific categories
- Monthly summary section

Sample Table Layout

Date	Description	Income	Expense	Balance
2024-06-01	Opening Balance	5,000.00	-	5,000.00
2024-06-03	Product Sales	1,500.00	-	6,500.00
2024-06-07	Office Rent	-	750.00	5,750.00
Totals		6,500.00	750.00	5,750.00

Download and customize this template to keep your business finances organized every month.