Monthly income and expense tracker

Ten minutes at the end of each month keeps your books ready for tax time and shows whether you are setting enough aside. One line per month.

Your business

Business name

Tax year

Share of profit to set aside for tax %

Month by month

Month	Income $	Goods and materials $	Pay and contractors $	Rent and utilities $	Vehicle $	All other $	Profit $
January							
February							
March							
April							
May							
June							
July							
August							
September							
October							
November							
December							
Year							

Tax set aside

Move this to savings the day income arrives.

Quarter	Profit for the quarter $	Amount set aside $	Estimated tax paid $	Date paid
January to March				
April to June				
July to September				
October to December				

Month-end habits

- [ ] Bank and card statements downloaded
- [ ] Invoices sent and unpaid ones followed up
- [ ] Receipts photographed and filed
- [ ] Cash income written down
- [ ] Mileage log up to date
- [ ] Tax savings transferred

> Use a separate bank account for the business. It is the single change that makes bookkeeping, and an IRS question, easy to deal with.