

PREPARE + PROSPER

Use this worksheet to record your monthly income and expenses from self-employment.³ Track gas and vehicle expenses for your budget, but record business mileage for your taxes. Remember, annual totals are needed for your tax return.

Name or business name:

Tax year:

| INCOME ¹ | Jan | Feb | Mar | Apr | May | Jun | Jul | Aug | Sep | Oct | Nov | Dec | Total |
|----------------------------|------------|------------|------------|------------|------------|------------|------------|------------|------------|------------|------------|------------|--------------|
| Gross Receipts | | | | | | | | | | | | | |
| Other | | | | | | | | | | | | | |
| TOTAL GROSS | | | | | | | | | | | | | |

¹ Include cash, checks, and credit card payments made to you.

| EXPENSES | Jan | Feb | Mar | Apr | May | Jun | Jul | Aug | Sep | Oct | Nov | Dec | Total |
|--------------------------------|------------|------------|------------|------------|------------|------------|------------|------------|------------|------------|------------|------------|--------------|
| Health Ins. Premiums | | | | | | | | | | | | | |
| Advertising | | | | | | | | | | | | | |
| Commissions/Fees | | | | | | | | | | | | | |
| Business Insurance | | | | | | | | | | | | | |
| Office Supplies | | | | | | | | | | | | | |
| Rent or Lease Costs | | | | | | | | | | | | | |
| Maintenance | | | | | | | | | | | | | |
| Business License | | | | | | | | | | | | | |
| Sales Tax - state | | | | | | | | | | | | | |
| Education | | | | | | | | | | | | | |
| Safety Equipment | | | | | | | | | | | | | |
| Freight & Postage | | | | | | | | | | | | | |
| Cell Phone | | | | | | | | | | | | | |
| Gas | | | | | | | | | | | | | |
| Other - what is it? | | | | | | | | | | | | | |
| Other | | | | | | | | | | | | | |
| Other | | | | | | | | | | | | | |
| TOTAL | | | | | | | | | | | | | |
| NET INCOME ² | | | | | | | | | | | | | |

² Net income equals total gross income minus total expenses.

³ For more elaborate tracking of income and expenses, try one of these free budgeting apps: Mint, Wave, or Outright (which features a Schedule C option).