

# PREPARE PROSPER

Use this worksheet to record your monthly income and expenses from self-employment. Track gas and vehicle expenses for your budget, but business mileage will be needed for your taxes. Use our SETO (Self-Employed Tax Organizer) to calculate the annual totals (including business mileage) needed for your tax return. This spreadsheet has formulas imbedded to make your calculations easier.

Name or business name:

Tax year:

<b>INCOME</b> <sup>1</sup>	<b>Jan</b>	<b>Feb</b>	<b>Mar</b>	<b>Apr</b>	<b>May</b>	<b>Jun</b>	<b>Jul</b>	<b>Aug</b>	<b>Sep</b>	<b>Oct</b>	<b>Nov</b>	<b>Dec</b>	<b>Total</b>
Gross Receipts													0
Other													0
<b>TOTAL GROSS</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>EXPENSES</b>	<b>Jan</b>	<b>Feb</b>	<b>Mar</b>	<b>Apr</b>	<b>May</b>	<b>Jun</b>	<b>Jul</b>	<b>Aug</b>	<b>Sep</b>	<b>Oct</b>	<b>Nov</b>	<b>Dec</b>	<b>Total</b>
Health Ins. Premiums													0
Advertising													0
Commissions/Fees													0
Business Insurance													0
Office Supplies													0
Rent/office expense													0
Maintenance/repairs													0
Business License													0
Sales Tax - state													0
Education													0
Safety Equipment													0
Freight & Postage													0
Cell Phone													0
Gas													0
Other - what is it?													0
Other													0
Other													0
<b>TOTAL</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>NET INCOME</b> <sup>2</sup>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

<sup>1</sup> Include cash, checks, and credit card payments made to you.

<sup>2</sup> Net income equals total gross income minus total expenses. Self-employment taxed is calculated on net income.

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).