SMALL BUSINESS INCOME & EXPENSE TRACKER

[Company / Business Name]

Currency **[USD]**

Date	Description	Category	Income	Expense	Balance
2026-01-02	Sales - shop counter	Sales	1,250.00		1,250.00
2026-01-03	Shop rent for January	Rent		900.00	350.00
2026-01-05	Stock from [supplier]	Stock purchases		640.00	-290.00
2026-01-08	Repair service - [customer]	Services	300.00		10.00
2026-01-10	Electricity bill	Utilities		115.00	-105.00
2026-01-15	Social media ads	Marketing		60.00	-165.00
2026-01-20	Online orders	Sales	1,420.00		1,255.00
2026-01-31	Staff salary	Salaries		700.00	555.00

Summary	
Total income	2,970.00
Total expenses	2,415.00
Profit / loss	**555.00**
Profit margin	18.7%

By category	Amount
Sales	2,670.00
Services	300.00
Other income	0.00
Rent	900.00
Salaries	700.00
Stock purchases	640.00
Utilities	115.00
Marketing	60.00
Transport	0.00
Bank fees	0.00
Other expense	0.00

Pick a category from the list in column C.

Totals, balance and categories update automatically.
