

Expense tracking for new business owners

As a busy business owner, keeping track of your expenses can help inform your business decisions. Below is a list you can customise to keep track of your expenses relative to your business to give you an idea of where you might have room to reinvest.

My monthly income

Income	Monthly total
How much you pay yourself	_____
Other income (crowdfunding, grants, etc.)	_____
Monthly total	_____

My personal monthly expenses

HOUSING

Rent or mortgage	_____
Insurance	_____
Utilities (electric, gas, water, rates, etc.)	_____
Internet/phone	_____
Maintenance and repairs	_____
Other rental or housing expenses	_____

HEALTH

Health insurance	_____
Dental cover	_____
Optical cover	_____
Medical devices	_____
Prescriptions	_____
Other medical costs	_____

FOOD

Groceries	_____
Dinner, lunch, takeaway	_____
Coffee shops	_____
Alcohol	_____

FINANCE

Bank fees	_____
Credit and debit card fees/costs	_____
Accounting software or professional service costs	_____
Tax software or professional service costs	_____

TRANSPORTATION

Parking, tolls	_____
Public transportation, rideshares, taxis	_____
Car (or other vehicle) loan	_____
Fuel	_____
Insurance	_____

My business monthly expenses

Payments software (online and in-store)	_____
Marketing and advertising costs	_____
Staff/labour	_____
Other business expenses	_____

If you're a solopreneur or starting to turn your passion into a full-time business, consider adding business expenses to your monthly expenses tracker. If these expenses are not coming out of the business just yet, use this sheet as a way to keep track of them. For a full picture of your business's health, including assets and liabilities, consider using a balance sheet for a more holistic view.

Total Expenses _____

Total monthly expenses

Income - Expenses =
 _____ - _____ = _____

