

SAMPLE INCOME & EXPENDITURE TRACKING SHEET

If you had \$2000 and wanted to track the funds coming in and going out over two weeks, this is a sample of how to do so

DATE	TRANSACTION	MONEY IN	MONEY OUT	CASH AVAILABLE
1-4-17	Beginning Balance	-	-	\$ 2,000
1-4-17	Money from Sales	\$15,000	-	\$17,000
1-5-17	Pay water bill	-	\$1,000	\$16,000
1-5-17	Children Lunch money	-	\$3,000	\$13,000
1-6-17	Pay mortgage/rent	-	\$10,000	\$ 3,000
1-9-17	Money from Sales	\$12,000	-	\$15,000
1-9-17	Make loan payment	-	\$10,000	\$5,000
1-10-17	Pay transportation	-	\$1,500	\$3,500
1-11-17	Money from Sales	\$10,000	-	\$13,500
1-12-17	Pay for partner	-	\$10,000	\$3,500