

How to see where your money is going:

- #1--Keep ALL business-related receipts to track the money spent on your business.
- #2--Keep track of how much money you make in your business & the date you make it.
- #3--At the end of each DAY, add up your receipts & put the total in the EXPENSES section of this form.
- #4--At the end of each DAY, add up all the money you made & put the total in the INCOME section of this form.
- #5--Subtract your TOTAL EXPENSES from your TOTAL INCOME to get an idea of how much money your really made.

	MON	TUE	WED	THUR	FRI	SAT	SUN
INCOME							
From Sales							
From Services							
Other							
Other							
TOTAL INCOME							
EXPENSES							
Supplies							
Advertising							
Bank Charges							
Transportation							
Other							
Other							
Other							
Other							
TOTAL EXPENSES							

PROFIT + LOSS STATEMENT

	MON	TUE	WED	THUR	FRI	SAT	SUN
INCOME							
From Sales							
From Services							
Other							
Other							
TOTAL INCOME							
EXPENSES							
Supplies							
Advertising							
Bank Charges							
Transportation							
Other							
Other							
Other							
Other							
TOTAL EXPENSES							