

# Expense and Income Log

## Income Log

Date	Description	Category	Amount	Received By
2024-06-05	Salary - June	Salary	2,500.00	Bank Transfer
2024-06-10	Sold old computer	Other	400.00	Cash

## Expense Log

Date	Description	Category	Amount	Paid By
2024-06-07	Groceries	Food	120.50	Credit Card
2024-06-12	Bus pass	Transport	45.00	Cash
2024-06-15	Electricity bill	Utilities	70.20	Bank Transfer

## Summary

Total Income	2,900.00
Total Expenses	235.70
Net Balance	2,664.30

## Important Notes

- Maintain accurate records of all income and expenses with dates and descriptions.
- Organize categories consistently for clear tracking and reporting.
- Regularly update logs to ensure financial transparency and control.
- Keep supporting documents (receipts, invoices) for verification and audits.
- Review net balance periodically to monitor financial health.