

# Profit Tracking Spreadsheet for Small Businesses

## Monthly Income & Expense Detail

Date	Description	Category	Income (\$)	Expense (\$)	Notes
2024-06-01	Product Sale - Invoice #1001	Sales	1,500		Paid in full
2024-06-02	Office Rent	Rent		600	Paid by bank transfer
2024-06-03	Website Maintenance	Operations		50	Monthly plan
2024-06-05	Product Sale - Invoice #1002	Sales	800		Paid by card
2024-06-09	Raw Materials	Supplies		300	Supplier payment
2024-06-12	Service Income	Consulting	350		Online session

## Monthly Summary

Total Income	\$2,650
Total Expenses	\$950
Net Profit	\$1,700

## Important Notes

- Update this spreadsheet regularly to maintain accurate records.
- Categorize each entry properly for easier tracking and reporting.
- Review your net profit monthly to assess business performance.
- Keep supporting documents (invoices, receipts) for all transactions.
- Consult an accountant for compliance with tax and financial regulations.