

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.