

Organize Your Hustle

"Eliminate Financial Stress & Say Hello To Success"

The Free Bookkeeping Sheet

What did you spend your money on?

Get rid of the shoe boxes, bags of receipts, stuffed envelopes and the printout from the bank and/or credit card statement. Use this tool to help you organize your business expenses. This will make things a lot easier for you at tax time and provide you with valuable insight to your spending decisions. Just fill it in with your year-end totals and BOOM ... you are organized (kinda)!

General Business Expenses

Advertising.....	_____	Contract Labor.....	_____
Insurance (not health).	_____	Interest (credit card).....	_____
Legal & Professional...	_____	Office Supplies.....	_____
Rent Paid.....	_____	Leasing Cost.....	_____
Requires Licenses.....	_____	Repairs & Maintenance.....	_____
Travel.....	_____	Meals.....	_____
Utilities (not from home)	_____	Cell Phone (be honest).....	_____
Uniforms.....	_____	Education.....	_____
Software.....	_____	Website Costs.....	_____
Postage & Shipping....	_____	Miscellaneous.....	_____

Equipment / Furniture Expenses

Item: _____	Date Acquired: _____	Amount Paid: _____
Item: _____	Date Acquired: _____	Amount Paid: _____
Item: _____	Date Acquired: _____	Amount Paid: _____
Item: _____	Date Acquired: _____	Amount Paid: _____

Additional Notes

Note: