



# 2023

## INCOME & EXPENSE TRACKER

FOR YOUR HANDMADE BUSINESS

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# EXPENSE TRACKER

## FOR YOUR HANDMADE BUSINESS

### How to Use this Expense Tracker

The following are common tax deductions for your business. Hopefully, you've been keeping good records of your business income and expenses! I suggest everyone have a separate checking account for their business to help with tracking. Even if it's not a business checking due to high fees, just a separate personal checking account in your name and DBA your business name below it works great.

- **Coaching groups** or shop review services (*Julie's Success Circle or Wreath of the Month Club*)
- **Supplies** used in your final product (*ribbon, signs, ornaments, wire, wax, etc.*)
- Supplies used to help you make your final product (*scissors, mat, glue, shelving, office supplies, tape, boxes, etc.*)
- **Equipment** used solely for business (*camera, iphone, tripod, Mevo, lights, printer, computer, embroidery machine, sewing machine, etc.*)
- **Advertising** (*Facebook Ads, Etsy ads, Google ads, printed flyers/postcards, business cards, signs, etc.*)
- **Shipping** costs
- **Software** programs/Subscriptions (*ManyChat, Tailwind, Zoom, Canva, EtsyRank, Mailchimp, Tubebuddy, etc.*)
- **Virtual Assistant** or Freelance Fees (*if over \$600 you're accountant will need to issue a 1099 so have them complete a W-9*)
- **Publications** (*Tutorials, books, magazine subscriptions used for business*)
- Sam's Club, BJ's, or Costco **membership fees**
- **Website** fees (*hosting, domain name, developer, maintenance packages, etc.*)
- **Business license** fees
- **Professional Fees** (*Tax preparation, bookkeeping, attorney, etc.*)
- **Transaction Fees** (*Stripe, Paypal, Etsy, credit card fees, Square*)
- **Home office** deduction if you have a dedicated place (*\$5 per sq foot of your home office, up to 300sq feet or a % of your home expenses – check with your accountant*)
  - If your whole garage is used for manufacturing a product, there is a deduction for this – check with your accountant
- A portion **housekeeping fees** if you have a home office.
- A portion **yard maintenance fees** if you have a home office
- Any **home maintenance** (*painting, roofing, HVAC, etc.*)
- **Mileage** on car (*to purchase supplies, take to shipping, run business errands, etc.*)
- **Travel** Expenses (*to events, flights, ubers, taxis, meals, hotels, etc.*)

**\*\* This list is meant to be suggestions of possible deductions for your Creative Business, however, you should consult your CPA or tax preparer for information related to your tax account.**

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# EXPENSE TOTALS

MONTH	TOTAL EXPENSES
<b>JANUARY</b>	\$
<b>FEBRUARY</b>	\$
<b>MARCH</b>	\$
<b>APRIL</b>	\$
<b>MAY</b>	\$
<b>JUNE</b>	\$
<b>JULY</b>	\$
<b>AUGUST</b>	\$
<b>SEPTEMBER</b>	\$
<b>OCTOBER</b>	\$
<b>NOVEMBER</b>	\$
<b>DECEMBER</b>	\$

ANNUAL EXPENSE TOTAL

\$ \_\_\_\_\_

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2023 EXPENSE TRACKER

# MILEAGE

Track your miles used for business.

STARTING ODOMETER	ENDING ODOMETER	TOTAL MILES

STARTING ODOMETER	ENDING ODOMETER	TOTAL MILES

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# 2023 EXPENSE TRACKER

# INCOME

Track your monthly income by source and category.

	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	TOTAL
<b>AFFILIATE INCOME</b>													
Amazon Associates													
Other People's Products													
Reward Style													
Share a Sale													
Other													
<b>ADVERTISING</b>													
Adsense													
Mediavine													
Other													
<b>EVENTS</b>													
Event 1													
Event 2													
Event 3													
Event 4													
<b>DIGITAL PRODUCTS</b>													
Coaching													
Digital Videos													
Ebooks													
Membership Group													
<b>TANGIBLE PRODUCTS</b>													
Craft Shows													
Etsy													
Shopify													
Website													
<b>OTHER</b>													
Miscellaneous Income													
<b>TOTALS</b>													