

2024 INCOME & EXPENSE TRACKER

FOR A HANDMADE BUSINESS

By Julie Siomacco

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FOR A 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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ADVERTISING

Any material for marketing your business (flyers, signage, ads, Etsy promotions, business cards, branded promo items, website, hosting, email service provider, etc.) and any cost for developing those (designer costs).

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2024 EXPENSE TRACKER BANK FEES

Record bank account fees, Etsy fees, PayPal fees, Stripe fees, Shopify fees, etc.

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CAR & TRUCK

Keep a complete list of expenses you use for the car or vehicle you use to run your business and then ask your accountant which ones you can deduct (gas, up-keep, maintenance, tolls, etc.) NOTE: Track Mileage Separately

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CONTRACTORS

Track any expenses associated with paying someone else to help you maintain your business. (i.e. social media management, virtual assistant, branding, bookkeeping, etc.) If you pay someone more than \$600 in a year, you'll need to send them a 1099 at the of year.

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GOODS SOLD

Cost of supplies for making products, shipping, etc.

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2024 EXPENSE TRACKER DONATIONS

Cash payment or gift contribution to a charitable or nonprofit organization if you business did not directly benefit from it. Example: you donate a handmade wreath for a charity auction

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SUBSCRIPTIONS

If you pay any or have any subscriptions you use to help with your business, keep track of them (association fees, certifications, magazines, etc.).

Example, I subscribe to magazines to keep me informed of the home decor trends and for ad research.

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2024 EXPENSE TRACKER EQUIPMENT

Computer, printer, lighting, cameras, tables, furniture, shelving, grids, tablets, etc. You can deduct the expenses and your accountant will determine if you need to pay any property taxes on these.

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Business liability, property, renters, health, etc.

2024 EXPENSE TRACKER INSURANCE

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PROFESSIONAL

Accounting, legal, etc.

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MEALS

For food when traveling, business meetings, etc.

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SUPPLIES

Password keeper, antivirus, Etsy rank, Zoom, paper, pens, tape, envelopes, ink, etc.

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OTHER

When you can't find a category. Miscellaneous expenses to ask your accountant about.

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TAXES

Estimated quarterly taxes, sales tax, federal, state, payroll, property, etc.

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2024 EXPENSE TRACKER TRAINING

Success Circle group, business books, classes, retreats, etc.

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Airfare, hotels, car rentals, Uber, taxi, etc.

2024 EXPENSE TRACKER TRAVEL

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2024 EXPENSE TRACKER UTILITIES

Property electric, phone, internet, gas, water, sewer, trash, etc.

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2024 EXPENSE TRACKER RETURNS

Keep a list of any returns you have to make to customers.

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		○Y	ON

DATE	AMOUNT	REC	EIPT
		○Y	○N
		ΟY	○N
		○Y	○N
		○Y	○N
		○Y	ON
		○Y	ON
		○Y	\bigcirc N
		○Y	○N
		○Y	○N
		○Y	○N
		○Y	ON
		○Y	ON
		○Y	\bigcirc N
		○Y	○N
		○Y	○N
		○Y	○N
		○Y	○N
		ΟY	○N

EXPENSE TOTALS

MONTH	TOTAL EXPENSES
JANUARY	s
FEBRUARY	\$
MARCH	\$
APRIL	\$
MAY	\$
JUNE	\$
JULY	\$
AUGUST	\$
SEPTEMBER	\$
OCTOBER	\$
NOVEMBER	\$
DECEMBER	\$

	ANI	NUAL	EXPE	ENSE	T07	ΓAL
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MILEAGE

Track your miles used for business.

STARTING ODOMETER	ENDING ODOMETER	TOTAL MILES

STARTING ODOMETER	ENDING ODOMETER	TOTAL MILES

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Track your monthly income by source and category.

	NAC	EB	MAR	APR	MAY	NOC	JUL	AUG	SEP	ОСТ	NON	DEC	TOTAL
AFFILIATE INCOME													
Amazon Associates													
Other People's Products													
Reward Style													
Share a Sale													
Other													
ADVERTISING													
Adsense													
Mediavine													
Other													
EVENTS													
Event 1													
Event 2													
Event 3													
Event 4													
DIGITAL PRODUCTS													
Coaching													
Digital Videos													
Ebooks													
Membership Group													
TANGIBLE PRODUCTS													
Craft Shows													
Etsy													
Shopify													
Website													
OTHER													
Miscellaneous Income													
TOTALS													