



2024

INCOME & EXPENSE TRACKER

FOR A HANDMADE BUSINESS

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SOUTHERN CHARM WREATHS®

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EXPENSE TRACKER

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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EXPENSE TOTALS

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

ANNUAL EXPENSE TOTAL

\$ _____

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2024 EXPENSE TRACKER INCOME

Track your monthly income by source and category.

	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	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													