

INCOME AND EXPENSE TRACKING SHEET

NAME: _____

Instructions

If you get paid in cash or personal checks, run a small business, or are self-employed in a different manner, it is important to have a complete understanding of both your income and expenses. Developing an organized and consistent system for tracking income and expenses is one of the first steps in managing your money. Please use the worksheet below to get started.

Paid in Cash or Personal Checks - It is important to track how much you are paid and how much you spend related to your work

- **Income:** Write down the **dates** you worked and the amount you were **paid** (cash, check, etc)
- **Expenses:** Write down the amount you **spent** on materials related to your work and the **dates** you spent the money

Business Owners - It is important to track income and expenses related to your business

- **Income:** Write down the **dates** you worked and the amount you were **paid** (cash, check, etc)
- **Expenses:** Write down the amount you **spent** on materials related to your work and the **dates** you spent the money (examples: cleaning supplies, gas money, etc). It is also important that you **save your receipts** to verify your expenses.

Uber/ Lyft/ Grubhub/ Other Drivers - It is important to track the income you make and the miles you drive each day

- **Income:** Write down the **dates** you worked, **hours worked** that day, and the amount you were **paid** (cash, check, direct deposit, etc).
- **Expenses:** The miles you drive from home to work are considered expenses for tax filing. Write down the **amount of miles** you drove each day.

If you have questions about this income and expense record sheet, please do not hesitate to contact Habitat for Humanity of Greater Charlottesville at **434-293-9066**

Date	Hours Worked	Income	Expenses	Miles Driven	Notes
TOTAL					

