

# EXPENSES & INCOME SPREADSHEET

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**December 2017**



## Hey there!

**I'm Mikaela, and I'm here to help you start and grow a business of your own.**

Are you finding it difficult to start because you're overwhelmed, under-skilled, unsure or unprepared? Are you determined to create a business that allows you more flexibility and freedom in your life and career, but have no idea where to even begin?

I'll help you cut through the bullshit so you can start creating your dream business TODAY. No more daydreaming or procrastinating, it's time to jump in.

## What this spreadsheet is for

This spreadsheet is to get you started with tracking your income and expenses at the beginning of your business adventure. I suggest contacting an accountant, show them what you're doing and they'll give you advice about if it needs to be more detailed or have different sections added, according to your business situation. Don't be scared to book an appointment with an accountant, they are super helpful and the fee is tax deductible!

*If you're already making a good profit, I highly recommend using a cloud-based service such as Xero for your tracking - but get someone to help set it up for you because if you mess it up at the beginning it makes it complicated to use.*

I recommend setting half an hour to an hour per week in your **weekly schedule** for working on your finance tracking to make sure you're keeping on top of it all.

**Good luck!**

# SIMPLE EXPENSES & INCOME TRACKING SPREADSHEET

Access the spreadsheet by clicking the button below, or copy and paste the following into your browser:

[https://docs.google.com/spreadsheets/d/16MMY1DPo5NTPGYNrF4npSdgu\\_eC\\_dFhjOCTMst7C6XE/edit?usp=sharing](https://docs.google.com/spreadsheets/d/16MMY1DPo5NTPGYNrF4npSdgu_eC_dFhjOCTMst7C6XE/edit?usp=sharing)

## HOW TO SAVE THE SPREADSHEETS

In google docs, go to FILE > DOWNLOAD AS... and choose your filetype of choice. Once the file is downloaded to your computer, you can use it as suggested below

## HOW TO USE THE SPREADSHEETS

*These simple sheets are just that: simple!*

### Expenses

- I suggest you save a new sheet for each month
- Put the date of your expense, the payment type, the company or business it was paid to, a description of what was bought/it's purpose, and the total cost of the expense / receipt
- Then put the relevant amounts (either the total or portions of the total) in the relevant categories
- These amounts are then totalled at the bottom of the spreadsheet so you can see where you are spending the most money - this is what your accountant will want to see, be sure to ask them what categories they would prefer you to be using
- The very bottom row has a total on the left, and a total on the right. These should match! If they don't you'll need to go back through your spreadsheet and see where you've made a mistake

### Income

- Again, a new sheet for each month is a good idea
- Input the date, the avenue (where you made the sale), what income category it fits into, a description and the total amount
- It's up to you how detailed you get with this, you could have just one row for all the income you made at one market stall, or include a line for every item you sell. More detailed is better to be able to track what is selling well, but sometimes you just have to do what you can!



# Ready to step it up a notch?

Too many women are giving up on their creative business ideas because they are overwhelmed, under-skilled, unsure or unprepared. This is why I've created The Makers Academy.

**I want to help you escape the daily grind, realise your potential, become your own boss and never look back.**

*More than 60 percent of small businesses cease operating within the first three years of starting.*

I give you the tools and skills to plan, launch and grow your idea into a thriving business so you can become self-employed and stay that way.



#### GUIDANCE SESSIONS

One-on-one personal business training – only Makers Academy members have the opportunity for my personal guidance



#### MEMBERS FORUM

A dedicated area within the membership to connect and check-in, giving you the power of shared information



#### MONTHLY TRAININGS

Regular private trainings for members, covering new skills, strategies and techniques every month



#### COURSE LIBRARY

The business, blogging, photography and design classes are the backbone of The Makers Academy



#### LIVE EVENTS

Members-only live events with in-depth training, intensive planning and implementation sessions



#### MASTERMIND

An opportunity only given to Academy Members, every 6 months just 5 places are available to join the Mastermind

***Want to know more?***

Email me on [info@themakerscollective.com.au](mailto:info@themakerscollective.com.au)  
or head to [www.themakers.academy](http://www.themakers.academy)



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