

SAMPLE Tracking Income and Expenses

PART D

	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	TOTAL
Income													
Tuition	3050.00	3050.00	2425.00	2425.00	3050.00	3700.00	3700.00	3700.00	1150.00	1150.00	1150.00	850.00	29400.00 [E1]
Fees Type: registration	250.00				50.00								300.00 [E2]
CACFP	260.11	248.20	218.95	228.95	250.11	301.27	291.27	301.27	133.62	135.63	125.10	60.52	2555.00 [E3]
Other: late fees		15.00		35.00			5.00		25.00	25.00		5.00	110.00 [E4]
INCOME TOTALS	3560.11	3313.20	2643.95	2688.95	3350.11	4001.27	3996.27	4001.27	1308.62	1310.63	1275.10	915.52	32365.00 [E1→E4= [E5]
Expenses													
Salary	700.00	700.00	700.00	700.00	700.00	700.00	700.00	700.00	700.00	700.00	700.00	700.00	8400.00 [E6]
Children supplies	231.12	17.14	112.33	54.98	23.11	89.35	212.77	0	12.99	175.12	58.09	0	987.00 [E7]
Food	325.52	289.10	376.30	361.12	299.56	412.09	399.12	289.10	145.77	167.33	112.89	72.10	3250.00 [E8]
Toys	112.00	54.12	88.00	0	0	0	378.88	0	0	0	117.00	0	750.00 [E9]
Household supplies	45.00	12.66	67.75	45.23	11.11	90.90	75.34	313.14	0	10.13	189.13	18.61	879.00 [E10]
Retirement	30.00	35.00	30.00	35.00	30.00	35.00	30.00	35.00	30.00	35.00	30.00	45.00	400.00 [E11]
Prof dev.	0	0	15.00	0	0	47.50	0	0	0	112.50	0	0	175.00 [E12]
Advertising	0	0	0	0	0	0	0	0	0	0	0	0	0.00 [E13]
Mileage [# of miles driven X .565= \$ amt]	35.00	45.00	13.00	60.00	48.00	18.00	100.00	77.00	90.00	89.00	10.00	15.00	600.00 [E14]
Business Liability ins.	0	0	675.00	0	0	0	0	0	0	0	0	0	675.00 [E15]
Office supplies	53.22	0	0	11.99	0	0	74.12	0	0	0	0	40.67	180.00 [E16]
QIP Outdoor toys	0	0	0	0	156.17	0	71.83	0	0	0	0	0	228.00 [E17]
QIP Multicultural	0	0	17.99	0	0	41.89	0	0	0	117.66	34.35	0	212.00 [E18]

Property tax	0	0	0	0	0	839.00	0	0	839.00	0	0	0	1678.00 [E19]
Mortgage interest	450.02	448.28	442.01	439.99	425.89	411.41	407.89	397.66	396.55	392.01	389.89	383.40	4985.00 [E20]
Utilities	350.91	375.12	360.91	535.89	314.12	355.78	299.12	540.99	389.33	412.10	381.61	555.12	4871.00 [E21]
Home repairs	0	46.85	0	0	256.79	0	0	0	113.54	382.82	0	0	800.00 [E22]
Home /renters insurance	0	0	0	0	0	0	715.00	0	0	0	0	0	715.00 [E23]
Other:													0.00 [E24]
Other:													0.00 [E25]
Other:													0.00 [E26]
Employer only Wages													0.00 [S1]
Employer only Taxes													0.00 [S2]
Employer only Workers Comp													0.00 [S3]
Employer only Insurance													0.00 [S4]
Employer only Support													0.00 [S5]
Employer only Totals													0.00 [S6]
EXPENSE TOTALS	2332.79	2023.27	2898.29	2244.20	2264.75	3040.92	3464.07	2352.89	2717.18	2593.67	2023.07	1829.90	29785.00 [E6→ 26] + [S6] = [E27]
ACTUAL INCOME TOTAL \$32, 105 [E5] MINUS ACTUAL EXPENSES \$29, 785 [E27] = +2320 Actual profit/loss													