Expense Tracking Document

Business Name

Enter business name

Budgeting Period

e.g. Jan 2024 - Mar 2024

Expense Records

Date	Category	Description	Amount ($)	Paid By	Notes
	e.g. Rent, Utility	Expense details		Cash/Bank/Card	Optional
	e.g. Supplies	Expense details		Cash/Bank/Card	Optional

Total

Summary / Notes

Summary of expenses, action points, etc.