

FREE BUSINESS RESOURCE

SMALL BUSINESS EXPENSE TRACKER

A practical monthly system for recording business expenses, organizing receipts, and preparing cleaner bookkeeping records.

TRACK

Record purchases

ORGANIZE

Group expenses

REVIEW

Confirm totals

Prepared by

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How to Use This Tracker

Use this template throughout the month instead of waiting until tax time. Enter each business purchase, retain the supporting receipt, and review the totals at month-end.

1. Record promptly	Enter the date, vendor, category, payment method, amount, and a short business-purpose note.
2. Save support	Store the receipt or invoice using a consistent filename, such as YYYY-MM-DD Vendor Amount.
3. Separate spending	Whenever possible, use dedicated business bank and credit-card accounts.
4. Review monthly	Compare the tracker with bank and credit-card activity. Investigate missing, duplicate, or unclear entries.
5. Share clean records	Provide the completed tracker and supporting documents to your bookkeeper or tax professional.

Suggested Expense Categories

Advertising & Marketing	Ads, printing, promotions, website costs	Rent & Utilities	Office rent, phone, internet, and utilities
Contract Labor	Payments to non-employee service providers	Repairs & Maintenance	Upkeep of business equipment or workspace
Insurance	Business coverage premiums	Software & Subscriptions	Business applications and recurring tools
Meals	Qualifying business meals with purpose noted	Travel & Transportation	Business travel, parking, tolls, and eligible transportation
Office Expenses	Supplies, postage, and routine office purchases	Equipment & Assets	Higher-cost items that may require separate tax treatment
Professional Fees	Accounting, legal, and consulting	Other	Explain clearly in the Notes column

IMPORTANT

Tax treatment depends on the facts and circumstances. This resource is for general educational and recordkeeping purposes and is not individualized tax, legal, or financial advice.

Business name	Month / Year
Prepared by	Date reviewed

Date	Vendor / Payee	Category	Payment Method	Amount	Business Purpose / Notes	Receipt?
						[]
						[]
						[]
						[]
						[]
						[]
						[]
						[]
						[]
						[]
						[]
						[]
						[]
						[]
TOTAL EXPENSES				REVIEWED		[]
RECEIPTS MISSING				REVIEWED		[]

MONTH-END CHECK

Match this tracker to your bank and credit-card statements, attach missing support, and flag personal or unclear transactions before closing the month.

Monthly Category Summary

Transfer the month’s totals by category to create a quick review of where the business spent money.

Expense Category	Monthly Total	Review Notes
Advertising & Marketing	\$	
Contract Labor	\$	
Insurance	\$	
Meals	\$	
Office Expenses	\$	
Professional Fees	\$	
Rent & Utilities	\$	
Repairs & Maintenance	\$	
Software & Subscriptions	\$	
Travel & Transportation	\$	
Equipment & Assets	\$	
Other	\$	
TOTAL	\$	

Monthly Review Notes

Unusual or one-time purchases:

Items needing additional documentation:

Questions for my bookkeeper or tax professional:

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NEED PERSONALIZED SUPPORT?

Hummingbirds Bookkeeping & Tax Services, PLLC helps small-business owners organize financial records and strengthen day-to-day bookkeeping practices. Call 512-766-9096 to inquire about services.

Quick Recordkeeping Checklist

- ☐ Business expenses are separated from personal purchases.
- ☐ Every entry includes a clear business purpose.
- ☐ Receipts and invoices are retained and can be matched to entries.
- ☐ Bank and credit-card activity has been reviewed for missing transactions.
- ☐ Unclear items have been flagged for professional review.

Thank you for choosing a resource from Hummingbirds Bookkeeping & Tax Services, PLLC.