



# PDF INSTRUCTION SHEET:

## “Freelancers & Sole Traders Basic Income & Expense Tracker”



### What is This Tool?

This is a two-sheet Google Sheets template designed for UK freelancers and sole traders who want to track their business finances in a simple, stress-free way. Whether you're just starting out or managing a growing side hustle, this tool helps you log what you're earning and spending — with clarity and confidence.



### What's Included

#### Sheet 1: Income Tracker

Track all client payments and invoice details.

#### Sheet 2: Expense Tracker

Log all your business-related costs — fixed, variable, or one-off.



### How to Use the Sheet








1. Open the Google Sheet and click File → Make a Copy to save your own editable version.
2. Use the Income Tracker whenever you issue or receive payment for work.
3. Use the Expense Tracker when you spend on business-related items or services.








### What the Tool Helps You Do

- Keep a running total of your business income and expenses
- Quickly reference any client payments or unpaid invoices
- Build a clean record ready for tax season or Self Assessment
- Separate personal and business spending like a pro

## Income Tracker – Column Guide

Column	What to Enter
 Invoice Number	Your own invoice number (e.g., INV001, INV002, etc.)
 Date	Date the invoice was issued or paid
 Client Name	The name of the client or company
 Service/Description	Brief description of the job or project
 Amount (£)	Total amount you billed (in GBP)
 Paid	Mark as "Yes" if paid, "No" if still pending
 Notes	Optional – add project links, PO numbers, or other comments

## Expense Tracker – Column Guide

Column	What to Enter
 Date	Date you made the purchase
 Supplier/Category	Who you paid (e.g., Amazon, Adobe) or type of expense (e.g., software, travel)
 Description	What was purchased and why (e.g., "Laptop charger for client work")
 Amount (£)	Cost including VAT
 Notes	Optional – add receipt references, invoice numbers, etc.

## Best Practices

- ✓ Update weekly or after each job
- ✓ Store receipts or invoices in Google Drive or a dedicated folder
- ✓ Colour code overdue invoices or high expenses (optional)
- ✓ Duplicate this sheet monthly or quarterly if needed

## **Disclaimer**

This tool is for personal budgeting only and does not constitute financial advice. Always seek professional guidance for debt or credit concerns.

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## **Part of the Money Reset UK toolkit**

Helping UK freelancers, families & small businesses get financially confident.

