

Monthly Expense Tracking Sheet

	JAN	FEB	MAR	APR	MAY	JUN	JULY	AUG	SEPT	OCT	NOV	DEC	TOTAL
Communication													
Telephone													
Faxes													
Printing/Copying													
Letters/Cards													
Postage/Freight													
Office													
Supplies													
Office Expenses													
Secretary/Office help													
Dues/Publications													
Transportation/Travel													
Gas/Repairs													
Hotel													
Professional Fees													
Professional Wardrobe													
Preferred Customer Program													
Accounting/Legal Fees													
Food/Entertainment													
Meals													
Other													
MK Special Events													
Leadership Conference													
Career Conference													
Seminar													
Other													
Meeting Room													
Rent/Fee													
Supplies													
Promotions													
Prizes													
Other													
Bank Business													
Business Loan Payment													
Miscellaneous													
Other													
TOTAL EXPENSES													

Not all categories represented above reflect items deductible on your individual tax return. Please consult your personal tax advisor.