

EVER LESLIE BOOKKEEPING

The Ultimate Business Expense Organizer



everlesliebookkeeping.com



Let's make expense tracking simple!

Most business owners struggle with knowing what counts as a business expense — and how to keep track of it all. This hands-on organizer is here to help.

Inside, you'll find an easy system to sort, label, and review your expenses so nothing gets missed at tax time and your reports actually make sense.

Whether you're a content creator, reseller, or service provider — this guide will help you:

- ✓ Know what to track (and what not to)
- ✓ Stay organized month-to-month
- ✓ Spot deductions you might otherwise miss

Jenna

Founder, Ever Leslie Bookkeeping

Expense Categories (Reference Sheet)



| Category | Examples |
|--------------------------------------|---|
| Advertising & Marketing | Social media ads, business cards, website hosting |
| Software & Tools | QuickBooks, Canva Pro, editing software |
| Legal & Professional Fees | Bookkeeper, CPA, lawyer |
| Travel | Business trips, hotel stays, parking, tolls |
| Cost of Goods Sold (COGS) | Inventory |
| Cost of Labor | Freelancers, VAs, video editors |
| Meals | Client lunches, coffee meetings |
| Education & Training | Courses, coaching, conferences |
| Bank Charges | Stripe fees, PayPal fees, bank late fees |
| Supplies & Materials | Printer, paper, pens, label maker |

Note: If you're unsure whether something qualifies, make a note of it and ask a tax professional before filing.

Printable Monthly Expense Tracker

[Click here to use the fillable version and track everything in one digital sheet.](#)

| Date | Vendor/Payee | Description | Amount | Category |
|------|--------------|-------------|--------|----------|
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Monthly Expense Check-In

- ☐ ENTERED ALL EXPENSES FOR THE MONTH
- ☐ DOUBLE-CHECKED CATEGORIES
- ☐ ATTACHED/UPLOADED RECEIPTS
- ☐ FLAGGED ANYTHING FOR CPA REVIEW
- ☐ REVIEWED TOTAL SPENDING VS. REVENUE

Pro tip: Set a recurring calendar reminder to do this the same day each month. Consistency = easier books and fewer tax-time surprises.



REFLECTION

Biggest Expense this month:

One thing I can cut or reduce:

One way I can use these numbers to grow next month:



Are you missing any of these?

Many business owners miss out on deductions that could save them money. Use this list to double-check your expenses and make sure you're not leaving any write-offs behind.

- Business coaching
- Subscription tools
- Small office upgrades (desk, chair, monitor)
- Business gifts (\$25 per person per year limit)
- Website & domain fees
- Shipping costs

Want help organizing it all?

Tracking expenses is just the beginning — your books should tell the full story of your business. At Ever Leslie Bookkeeping, we go beyond categorizing to keep your records accurate, organized, and easy to understand so that you can make confident decisions.

If you're ready for your numbers to make sense (and work for you), we'd love to help.

[SCHEDULE A CALL](#)

[LEARN MORE](#)

I'm Jenna, the founder of Ever Leslie Bookkeeping. I started this business to help small business owners feel confident about their finances and focus more on the parts of their work they love. My team and I handle the numbers so you can make informed decisions, grow with clarity, and spend more time doing what matters most.

Jenna

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