Side Hustle Tracker

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Track actual money received and paid, then review profitability and cash needs. This manual layout can be copied into a spreadsheet. It does not calculate tax owed, determine deductions or replace accounting advice.

Set up these columns

Column	Label	How to enter it
A	Date	Actual transaction date
B	Description	Clear description without sensitive customer details
C	Category	Sales, supplies, fees, software or another useful category
D	Type	Enter Income or Expense consistently
E	Amount	Positive numeric amount
F	Running net cash	Formula below; excludes opening balance
G	Reference / notes	Receipt reference and useful clarification

Running net cash formula

With headings in row 1 and your first transaction in row 2, enter this in F2 and copy down:

```
=SUMIF($D$2:D2,"Income",$E$2:E2)-SUMIF($D$2:D2,"Expense",$E$2:E2)
```

This totals income less expenses from row 2 through the current row. It is a simple transaction measure, not your bank balance or taxable profit. Keep an opening balance separately. Transfers between your accounts are not new revenue; avoid counting them twice.

Worked example

Type	Amount	Running net cash
Income	100.00	100.00
Expense	25.00	75.00
Income	40.00	115.00

Monthly totals

Place the first date of the month in J1 and the first date of the following month in J2. Use actual date values. This formula totals income for that month:

```
=SUMIFS(E:E,D:D,"Income",A:A,">="&J1,A:A,"<"&J2)
```

Replace Income with Expense for expenses. Subtract expense total from income total for net cash in this simplified log. Check formula separators required by your spreadsheet's locale.

Weekly review

- Match entries to receipts and statements; separate unpaid invoices from received cash.
- Check transaction types and signs. Do not enter expenses as negative numbers in this layout.
- Review fees, refunds and reimbursements carefully rather than treating every deposit as income.
- Keep business records and personal spending distinguishable.
- Back up the file and restrict access to financial and customer details.

Decision worksheet

Income received this month: _____ Expenses paid: _____ Net cash: _____

Unpaid invoices: _____ Upcoming required costs: _____

One next action and deadline: _____

Consult current IRS gig economy guidance for recordkeeping and tax obligations. A profitable-looking cash log does not establish your tax liability.