Sole trader income and expenses tracker

1. Add every sale and every business cost as it happens: one row each, with the date and a short description.
2. Enter only the business part of a mixed-use cost. If a phone bill is partly personal, put in the business share.
3. Pick a category. Equipment and anything personal or not allowable are kept out of the expenses total.
4. Under cash basis, the standard method for sole traders, record money when it's received or paid, not when you invoice.
5. At the year end, the Summary sheet gives total income, allowable expenses and profit, with a total for each expense heading.
6. Keep the receipts, invoices and bank statements behind each line for at least 5 years after the 31 January deadline.

Date	Income or expense	Category	Description	Amount	Income	Allowable expense	Equipment	Not allowable

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Guidance and the latest version: https://www.countify.co.uk/resources/templates/sole-trader-income-expenses-tracker