

Monthly Expense Statement

Manage your finances efficiently with our **monthly expense statement template** designed specifically for small businesses. This easy-to-use template helps track and categorize expenses, ensuring accurate financial records. Stay organized and make informed decisions to grow your business confidently.

Business Name:

Month: (e.g. June 2024)

Date	Category	Description	Amount (\$)
2024-06-02	Office Supplies	Printer ink & paper	56.75
2024-06-05	Utilities	Internet Bill	89.99
2024-06-11	Travel	Client meeting mileage	42.60
2024-06-15	Marketing	Social media ads	120.00
Total Expenses			\$309.34

Notes:

- Update the table above with your actual monthly expenses.
- Categorize expenses for easier tax filing and financial analysis.
- Track total expenses to ensure you stay within your budget.