

PAYROLL & EXPENSE TRACKER

Small Business Record

Company Name:

Pay Period:

Prepared By:

Date:

1. EMPLOYEE PAYROLL

EMPLOYEE NAME	ROLE / POSITION	HOURLY RATE	HOURS WORKED	GROSS PAY	DEDUCTIONS	NET PAY
Payroll Totals:						

2. BUSINESS EXPENSES

DATE	CATEGORY	DESCRIPTION	VENDOR / PAYEE	AMOUNT
Expense Total:				

3. SUMMARY

Total Payroll (Net Pay)	
Total Payroll Deductions	

Total Business Expenses

Total Outflow

Prepared By Signature

Authorized Approval Signature