Freelancer Monthly Money Check

NAPA Finance Sheets. Ten minutes at the end of each month. Tick each box.

1. Money in

- ☐ Every payment received this month is recorded (invoiced or not)
- ☐ Each payment uses the exchange rate on the day it arrived, or the exact amount your bank gave you
- ☐ Fees (bank, platform, transfer) are recorded separately

2. Invoices

- ☐ Paid invoices have a paid date
- ☐ Unpaid invoices that are past due are listed, and each client has been reminded
- ☐ New work completed this month has been invoiced

3. Money out

- ☐ Business expenses are recorded with a category
- ☐ Your own pay (owner draw) is recorded separately from business costs

4. Set aside and plan

- ☐ You moved your tax set-aside into a separate account or pot
- ☐ You know your profit for the month (income minus business expenses)
- ☐ You know how many months you could run on your savings with no new income

Three questions to answer

1. Which client paid most this month, and which is late?
2. Is my profit growing, flat or falling compared with last month?
3. What is one cost I can cut or one price I can raise?

Want a spreadsheet that does this for you? See the Freelancer Money Dashboard at the NAPA Finance Sheets site. This checklist is general information, not accounting or tax advice.