



Exercise 2.B: Income & Expense Tracker

Concept Focus: Financial Control

Format: Individual Work using Template

Duration: 15 minutes

Most creative professionals experience unpredictable income. A clear log of income and expenses provides stability, clarity, and decision-making power.

Task

Using already defined ideas from Exercise 1.A., create your 2-Month Tracker -

Use the Tracker template provided below.

Step 1: List Your Income (3-5min)

- Write **3** sources of income: teaching, workshops, clients, sales, grants, etc.

Date	Source of Income	Description	Amount	Status (Paid/Pending)
	Client project			

Step 2: List 3 Expenses (3-5min)

Examples: materials/supplies, transport, subscriptions, rent, marketing, taxes, utilities, travel etc.

Date	Category	Description	Amount	Status (Paid/Pending)
	Studio (Rent)			

Step 3: Calculate Monthly Balance (3 min)

Formula: *Income - Expenses = Cash Flow*

Record your results here:

Month	Income (€)	Expenses (€)	Surplus/Deficit (€)
Month 1			
Month 2			

If any month shows a negative number, that indicates a cash **shortfall**.

Module- 2



Co-funded by
the European Union

