LEDGERLEAF STUDIO

Books Clear

12-MONTH CLOSE CALENDAR
EXPENSE GUIDE · PROFIT TRACKER

The Month-End Bookkeeping Kit for Etsy Sellers

START HERE

Close the month in 45 minutes.

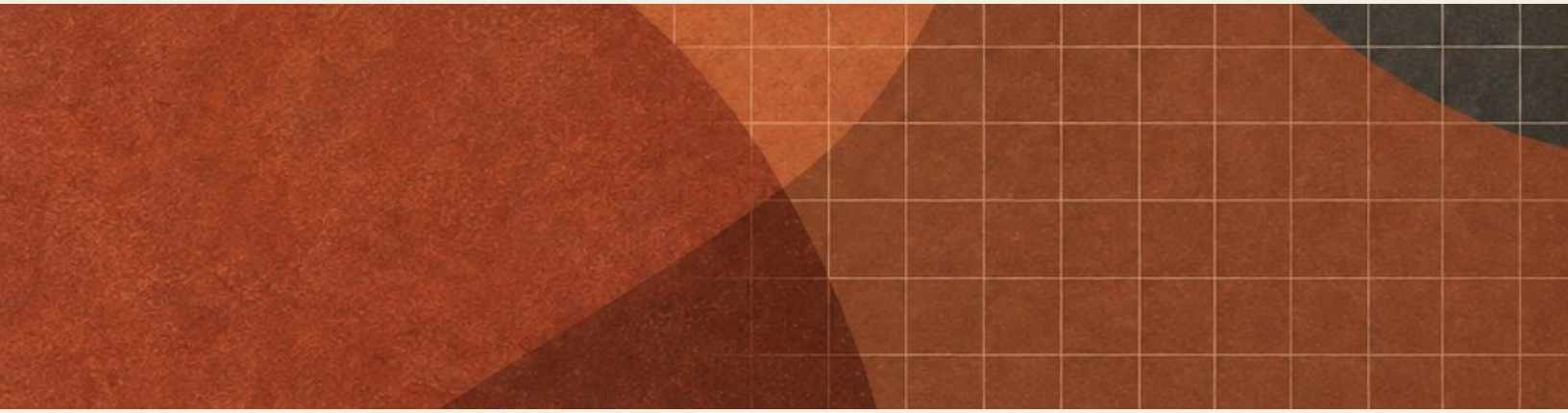
Most handmade sellers do their books once a year, in a panic. By then receipts are lost, fees are a mystery and nobody knows which products actually make money.

Books Clear is a small, repeatable routine: one checklist, one tracker, one calendar. Do it on the same day every month and your numbers are always ready.

How to use this kit

1. Set a recurring "month-end close" slot (45 minutes).
2. Follow the 5-step close on page 3.
3. Record the totals in the profit tracker (pages 6-7).
4. Tick the checklist (page 5) before you stop.

This kit is a practical organising guide, not tax or legal advice. Rules differ by country; confirm details with a qualified accountant.



THE ROUTINE

The 5-step month-end close

Do the steps in this order. Each one has a clear finish line.

1
Collect
Download the month's sales, fees and payout reports.

2
Match
Match payouts to the bank deposits.

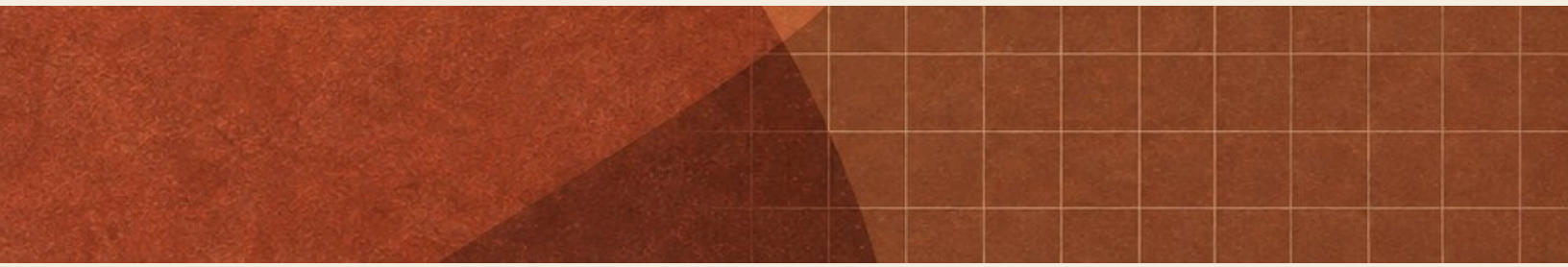
3
Sort
Put every expense in a category (page 4).

4
Total
Fill in the profit tracker row.

5
Set aside
Move your tax set-aside to a separate account.

Finish line for each step

STEP	YOU ARE DONE WHEN
1 Collect	Sales, fees, shipping-label and payout reports for the month are saved in one folder.
2 Match	Every payout in the reports has a matching bank deposit, or a note explaining the gap.
3 Sort	No expense is left as "uncategorised".
4 Total	The month's row in the tracker is complete and profit is calculated.
5 Set aside	The set-aside amount has moved to its own account.



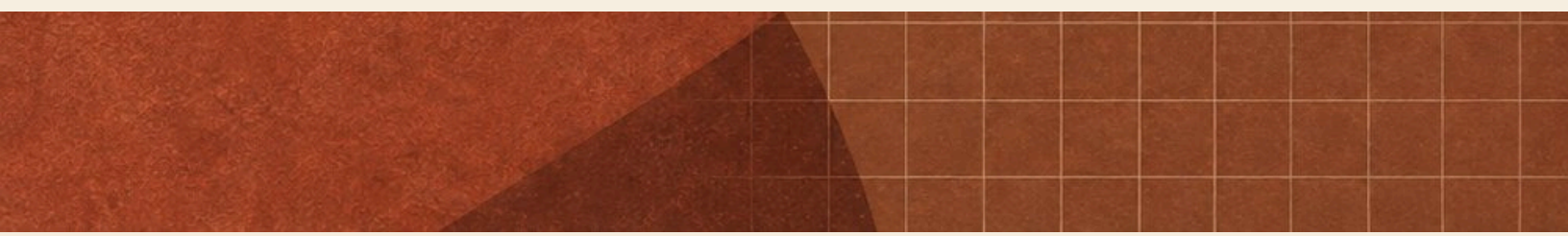
EXPENSE GUIDE

Where every expense goes

Use these categories every month so your numbers stay comparable.

CATEGORY	TYPICAL EXAMPLES	KEEP
Marketplace fees	Listing, transaction and payment-processing fees	Monthly fee statement
Materials	Raw materials, blanks, ingredients, components	Supplier receipts
Packaging	Boxes, mailers, tape, labels, tissue, inserts	Invoices
Shipping	Postage labels, carrier fees, insurance	Label history
Advertising	Marketplace ads, social ads, promotions	Ad dashboard export
Software	Design tools, inventory and accounting apps	Subscription invoices
Equipment	Tools, machines, printers, photo gear	Receipts
Other	Anything that fits nowhere else; review each month	A short note

Which items are deductible depends on where you live. Categorise first; decide treatment with your accountant.



PASS GATE

Month-end checklist

Tick every box before you close the month.

- [ ] All sales, fee and payout reports for the month are saved in one folder.
- [ ] Each payout matches a bank deposit, or the gap is explained in a note.
- [ ] Every expense has a category and a receipt or invoice saved.
- [ ] Refunds and cancelled orders are recorded, not ignored.
- [ ] Personal and shop spending are not mixed in the same account.
- [ ] The profit tracker row for this month is complete.
- [ ] The tax set-aside has been moved to its own account.
- [ ] I wrote down one thing to change next month (price, supplier, ad budget).

