



H.O.A. Financial Management Template

(Helping Uplift Society Through Leadership & Entrepreneurship)
Course: H.O.A Hustle University – Launch & Build (Indiana Edition)

1. FINANCIAL SUMMARY

Month	Total Income	Total Expenses	Net Profit/Loss	Notes
January	\$	\$	\$	
February	\$	\$	\$	
March	\$	\$	\$	
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2. INCOME TRACKING

Date	Source	Description	Amount	Payment Method	Category (Sales, Donations, Consulting, etc.)
1/5/2025	Express Prints 365	Website Design	\$200	PayPal	Service Income
1/10/2025	Hustle University Course	Course Enrollment	\$75	Stripe	Education Revenue
1/25/2025	Donation – Thanksgiving Drive	BetterWorld	\$150	PayPal	Donations

3. EXPENSE TRACKING

Date	Vendor / Payee	Purpose	Amount	Category (Supplies, Marketing, Utilities, etc.)	Payment Type (Card, ACH, Cash)
1/3/2025	Canva	Design Software	\$13.99	Subscriptions	Card
1/7/2025	GoDaddy	Domain Renewal	\$19.99	Website / IT	Card
1/11/2025	USPS	Mailing Client Documents	\$8.75	Shipping	Cash
1/15/2025	Volunteer Lunch	Event Expense	\$45.00	Outreach	Cash

4. BUDGET FORECAST

Month	Projected Income	Projected Expenses	Projected Profit	Notes / Adjustments
Q1	\$3,000	\$1,500	\$1,500	Launch Period
Q2	\$5,000	\$2,000	\$3,000	Add E-Commerce
Q3	\$7,500	\$3,200	\$4,300	Expansion
Q4	\$10,000	\$4,000	\$6,000	Scale Up

5. BANKING & RECONCILIATION

Bank Name	Account Type	Account # (Last 4)	Opened On	Reconciled (Y/N)	Balance
Chase	Business Checking	1234	09/2024	Y	\$1,560
PayPal	Merchant Account	4432	09/2024	Y	\$875
Credit Union	Business Savings	8871	09/2024	Y	\$3,000

6. MONTHLY REVIEW CHECKLIST

- ☒ Income and expense entries complete
 - ☒ Receipts and invoices uploaded to drive
 - ☒ Bank statements reconciled
 - ☒ Payroll/contractor payments logged
 - ☒ Taxes set aside (estimated quarterly 15–25%)
 - ☒ Net profit summary updated
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7. END-OF-YEAR FINANCIAL SUMMARY

Total Annual Income	Total Expenses	Net Profit/Loss	Federal Taxes Owed	State Taxes Owed	Note s
\$_____	\$_____	\$_____	\$_____	\$_____	

8. FINANCIAL APPROVAL SIGNATURES

Role	Name	Signature	Date
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Preparer

Treasurer / Finance
Officer

President / CEO

Tips from H.O.A Finance Team

- Always keep **personal and business finances separate**.
- Save **15–25% of all income** for tax season.
- Review your budget monthly to avoid overspending.
- Track **Net 30 vendor payments** and report to **D&B / Experian / Equifax** for credit growth.

- Use **Google Sheets or Excel** for monthly tracking or connect PayPal + Wave Accounting for automation.