



Daily site expense tracker

One sheet for every rupee that leaves your hand on site, with personal spending kept apart from site spending. Print the sheets, keep them in the site file, and total them at month end - or use the Excel twin and let it total itself.

How to use it

1. Print the Daily expense sheet, one per day or one per few days. Fill the site name and the date range at the top.
2. One line per payment: date, category, what it was for, who was paid, amount, how you paid, bill number.
3. Mark S for site or P for personal in the Type column, so the two never mix in your totals.
4. Petty cash book: opening cash, cash received, cash spent (from the expense sheets), closing cash. One line per day.
5. Month end: the Monthly summary sheet, one line per category, totals for site and personal.

What is inside

1. Daily site expense sheet (fill by hand)
2. Petty cash book (one line per day)
3. Monthly summary by category
4. The category list, so every site uses the same names

Free, and more. This PDF and its Excel twin are free. Sign up at nirmandost.in with your phone number and a one-time code for the rest of the set, the BOQ calculator and the Site Planner.

Made by NirmanDost, Ahmedabad. A working tool, not professional advice: your engineer, your accountant and your contract decide.



Categories

Use the same names on every sheet so months compare. Edit the list in the Excel twin if your site needs more.

Site (S)

S1	Cement
S2	Steel (TMT)
S3	Sand
S4	Aggregate (stone)
S5	Bricks and blocks
S6	Ready-mix concrete
S7	Shuttering and scaffolding
S8	Electrical
S9	Plumbing and sanitary
S10	Tiles and flooring
S11	Paint and finishes
S12	Hardware and fittings
S13	Tools and equipment
S14	Labour - daily wages
S15	Labour - contractor payment
S16	Transport and cartage
S17	Fuel and generator
S18	Water and tanker
S19	Tea, food and site welfare
S20	Safety gear
S21	Site office and rent
S22	Government fees and approvals
S23	Testing and lab
S24	Other site expense

Personal (P)

P1	Travel
P2	Phone and internet
P3	Food (personal)
P4	Stationery and printing
P5	Medical
P6	Other personal



Site / project

From date to

Sheet no. Kept by

#	Date	Category	Type S/P	What was it for	Paid to	Amount (Rs)	Paid by	Bill no. / receipt
1								
2								
3								
4								
5								
6								
7								
8								
9								
10								
11								
12								
13								
14								
15								
16								
Site total (S)								
Personal total (P)								
Sheet total								



Site / project

From date to

Sheet no. Kept by

#	Date	Category	Type S/P	What was it for	Paid to	Amount (Rs)	Paid by	Bill no. / receipt
1								
2								
3								
4								
5								
6								
7								
8								
9								
10								
11								
12								
13								
14								
15								
16								
Site total (S)								
Personal total (P)								
Sheet total								



Opening cash (Rs)

[illegible]

Closing cash = previous closing + received - spent. Spent is the day's Cash lines on the expense sheets. Count the box at the end of the day and write the real figure if it differs.



Monthly summary

Site / project

Month

Prepared by

Code	Category	This month (Rs)	Year to date (Rs)
S1	Cement		
S2	Steel (TMT)		
S3	Sand		
S4	Aggregate (stone)		
S5	Bricks and blocks		
S6	Ready-mix concrete		
S7	Shuttering and scaffolding		
S8	Electrical		
S9	Plumbing and sanitary		
S10	Tiles and flooring		
S11	Paint and finishes		
S12	Hardware and fittings		
S13	Tools and equipment		
S14	Labour - daily wages		
S15	Labour - contractor payment		
S16	Transport and cartage		
S17	Fuel and generator		
S18	Water and tanker		
S19	Tea, food and site welfare		
S20	Safety gear		
S21	Site office and rent		
S22	Government fees and approvals		
S23	Testing and lab		
S24	Other site expense		
	Site total		
P1	Travel		
P2	Phone and internet		
P3	Food (personal)		
P4	Stationery and printing		
P5	Medical		
P6	Other personal		
	Personal total		
	Grand total		