

Budget Worksheet

A budget is a tool to plan and track when and how you earn and spend money. You can create a budget for the entire year, month by month, or by week to track your revenue and expenses.

Start by estimating your various revenue streams (such as product or service sales, asset sales, interest income on investments, for example) for a given time period and adding them all up. Next, estimate how much you will need to allocate for all of your fixed and flexible business expenses during that same time period, adding categories when necessary and calculating the total. Calculate your total estimated income by subtracting your total expenses from your total revenue.

At the end of this time period, go back your financial statements and receipts and fill in the actual amounts for revenue and expenses. Follow the same steps of adding up your total revenue and expenses and calculate your total income.

Once you have done so, you can go back to your revenue and expenses and calculate the difference between your estimated and actual revenue and expenses. This step will help you determine if you brought in more or less income than expected and help you to more accurately predict income and expenses in the future.

Revenue	Month:		
	Estimated	Actual	Difference
Net sales (after tax)	\$	\$	\$
Interest income	\$	\$	\$
Asset sales	\$	\$	\$
Retail incom	\$	\$	\$
Other	\$	\$	\$
Total	\$	\$	\$

Expenses	Estimated	Actual	Difference
Fixed			
Salaries and benefits	\$	\$	\$
Rent or mortgage	\$	\$	\$
Cost of goods	\$	\$	\$
Accounting and legal	\$	\$	\$
Insurance	\$	\$	\$
Licenses and permits	\$	\$	\$
Debt payments	\$	\$	\$
Telephone	\$	\$	\$
Transportation	\$	\$	\$
Equipment	\$	\$	\$
Office supplies	\$	\$	\$
Membership and subscriptions	\$	\$	\$
Taxes	\$	\$	\$
Other	\$	\$	\$

Budget Worksheet (continued)

Flexible			
Utilities	\$	\$	\$
Maintenance and repairs	\$	\$	\$
Shipping and storage	\$	\$	\$
Marketing and promotional costs	\$	\$	\$
Other	\$	\$	\$
Total	\$	\$	\$
Total revenue	\$	\$	\$
Total expenses	\$	\$	\$
Total income	\$	\$	\$