

BUSINESS BUDGET

Month/Year: _____

SUMMARY	ACTUAL	BUDGETED	OVER BUDGET	UNDER BUDGET
Total income				
Total expenses				
Income less expenses:				

INCOME DETAILS	ACTUAL	BUDGETED	OVER BUDGET	UNDER BUDGET	NOTES
Sales					
Interest earned					
Fees					
Commissions					
Rent					
Royalties					
Other					
Total income:					

EXPENSE DETAILS	ACTUAL	BUDGETED	OVER BUDGET	UNDER BUDGET	NOTES
SELLING					
Salaries and wages					
Commissions					
Advertising					
Delivery					
Shipping					
Travel					
Other					
Total sales expenses:					
Percent of total:					
ADMINISTRATIVE					
Salaries and wages					
Employee benefits					
Payroll taxes					
Insurance					
Loans					
Office supplies					
Travel & entertainment					
Postage					
Furnishings					
Contributions					
Dues					
Other					
Total admin. expenses:					
Percent of total:					
SERVICE & EQUIPMENT					
Accounting					
Legal					
Utilities					
Telephone					
Equipment purchases					
Rent & maintenance					
Other					
Total S&E expenses:					
Percent of total:					