

Company Name

Budget

OPERATING INCOME & EXPENSES	BUDGET	ACTUAL	DIFFERENCE
Services Income		0.00	0.00
Sales Income		0.00	0.00
Other Income		0.00	0.00
TOTAL INCOME	0.00	0.00	0.00
Bad debts		0.00	0.00
Cash discounts		0.00	0.00
Dues and subscriptions		0.00	0.00
Insurance		0.00	0.00
Interest		0.00	0.00
Legal and accounting fees		0.00	0.00
Maintenance and repairs		0.00	0.00
Office supplies		0.00	0.00
Postage		0.00	0.00
Professional Fees		0.00	0.00
Rent or mortgage		0.00	0.00
Sales expenses		0.00	0.00
Shipping and storage		0.00	0.00
Supplies		0.00	0.00
Taxes		0.00	0.00
Telephone		0.00	0.00
Utilities		0.00	0.00
Wages		0.00	0.00
Employee benefits		0.00	0.00
Commission		0.00	0.00
Other		0.00	0.00
Other		0.00	0.00
TOTAL OPERATING EXPENSES	0.00	0.00	0.00
NET PROFIT	0.00	0.00	0.00

Enter your projected income and expenses in the orange highlighted section.

Enter your actual income and expenses on the appropriate monthly tab.

The monthly totals will flow to the Budget vs. Actual page to let you know if you are over or under your budget.

The totals by month for the entire year will flow to the Annual Summary Tab