

BUSINESS BUDGETING CHEAT SHEET

When starting a new business, you need to be on top of your finances. Use this monthly template to help you plan and compare your budget to what you're actually spending.

Month: _____ **Year:** _____

Income

Income (after taxes)

Monthly total

\$ _____.

Other sources of income (after taxes)

\$ _____.

Total monthly income

\$ _____.

Business Expenses

Budget

Actual

Under/Over

Administrative/ General

Licenses \$ _____.

Permits \$ _____.

Insurance \$ _____.

Accounting \$ _____.

Supplies \$ _____.

Education \$ _____.

_____ \$ _____.

_____ \$ _____.

_____ \$ _____.

_____ \$ _____.

_____ \$ _____.

Business Expenses**Budget****Actual****Under/Over****I Location/office**

Rent/lease (includes home office)	\$_____.	\$_____.	\$_____.
Internet	\$_____.	\$_____.	\$_____.
Telephone	\$_____.	\$_____.	\$_____.
Equipment (printer, computer, chair, etc)	\$_____.	\$_____.	\$_____.
Computer software/hardware	\$_____.	\$_____.	\$_____.
Stationery/business cards	\$_____.	\$_____.	\$_____.
Transportation (if applicable)	\$_____.	\$_____.	\$_____.
_____	\$_____.	\$_____.	\$_____.
_____	\$_____.	\$_____.	\$_____.

I Marketing

Logo design	\$_____.	\$_____.	\$_____.
Branding	\$_____.	\$_____.	\$_____.
Promotional materials (t-shirts, pens, etc.)	\$_____.	\$_____.	\$_____.
Online marketing (Facebook ads, etc.)	\$_____.	\$_____.	\$_____.
Print marketing (Newspaper ads, banners, etc.)	\$_____.	\$_____.	\$_____.
_____	\$_____.	\$_____.	\$_____.
_____	\$_____.	\$_____.	\$_____.

I Funding

Bank loan	\$_____.	\$_____.	\$_____.
Additional funding	\$_____.	\$_____.	\$_____.
_____	\$_____.	\$_____.	\$_____.
_____	\$_____.	\$_____.	\$_____.

TOTAL	\$_____.	\$_____.	\$_____.
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Total monthly income	\$_____.		
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Total monthly expenses	\$_____.		
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www.tailorbrands.com

Your income may be more than your expenses or your expenses may be more than your income. Look at your budget to see what expenses you can cut (if possible).