

<b>SUMMARY</b>	<b>ACTUAL</b>	<b>BUDGETED</b>	<b>OVER BUDGET</b>
<i>Total income</i>			#VALUE!
<i>Total expenses</i>	#VALUE!	#VALUE!	#VALUE!
<b><i>Income less expenses:</i></b>	#VALUE!	#VALUE!	#VALUE!
<b>INCOME DETAILS</b>	<b>ACTUAL</b>	<b>BUDGETED</b>	<b>OVER BUDGET</b>
<i>Sales</i>			
<i>Interest earned</i>			
<i>Fees</i>			
<i>Commissions</i>			
<i>Rent</i>			
<i>Royalties</i>			
<i>Other</i>			
<b><i>Total income:</i></b>			#VALUE!
<b>EXPENSE DETAILS</b>	<b>ACTUAL</b>	<b>BUDGETED</b>	<b>OVER BUDGET</b>
<b>SELLING</b>			
<i>Salaries and wages</i>			
<i>Commissions</i>			
<i>Advertising</i>			
<i>Delivery</i>			
<i>Shipping</i>			
<i>Travel</i>			
<i>Other</i>			
<b><i>Total sales expenses:</i></b>			#VALUE!
<b><i>Percent of total:</i></b>	#VALUE!	#VALUE!	
<b>ADMINISTRATIVE</b>			
<i>Salaries and wages</i>			
<i>Employee benefits</i>			
<i>Payroll taxes</i>			
<i>Insurance</i>			
<i>Loans</i>			
<i>Office supplies</i>			
<i>Travel &amp; entertainment</i>			
<i>Postage</i>			
<i>Furnishings</i>			
<i>Contributions</i>			
<i>Dues</i>			

<i>Other</i>		
<b>Total admin. expenses:</b>		#VALUE!
<b>Percent of total:</b>	#VALUE!	#VALUE!
<b>SERVICE &amp; EQUIPMENT</b>		
<i>Accounting</i>		
<i>Legal</i>		
<i>Utilities</i>		
<i>Telephone</i>		
<i>Equipment purchases</i>		
<i>Rent &amp; maintenance</i>		
<i>Other</i>		
<b>Total S&amp;E expenses:</b>		#VALUE!
<b>Percent of total:</b>	#VALUE!	#VALUE!

# BUSINESS BUDGET

Month/Year:

UNDER BUDGET	
#VALUE!	
#VALUE!	
#VALUE!	
UNDER BUDGET	NOTES
#VALUE!	
UNDER BUDGET	NOTES
#VALUE!	

#VALUE!

#VALUE!

#VALUE!

#VALUE!

#VALUE!

#VALUE!

*This column contains labels used by the template's five charts. They will not be included when you print this sheet.*

Total Income

Total Expenses

Sales

Interest

Fees

Commissions

Rent

Royalties

Other

Salaries

Commissions

Advertising

Delivery

Shipping

Travel

Other

Salaries

Benefits

Payroll

Insurance

Loans

Supplies

Travel

Postage

Furnish

Contribute

Dues

Other

Accounting

Legal

Utilities

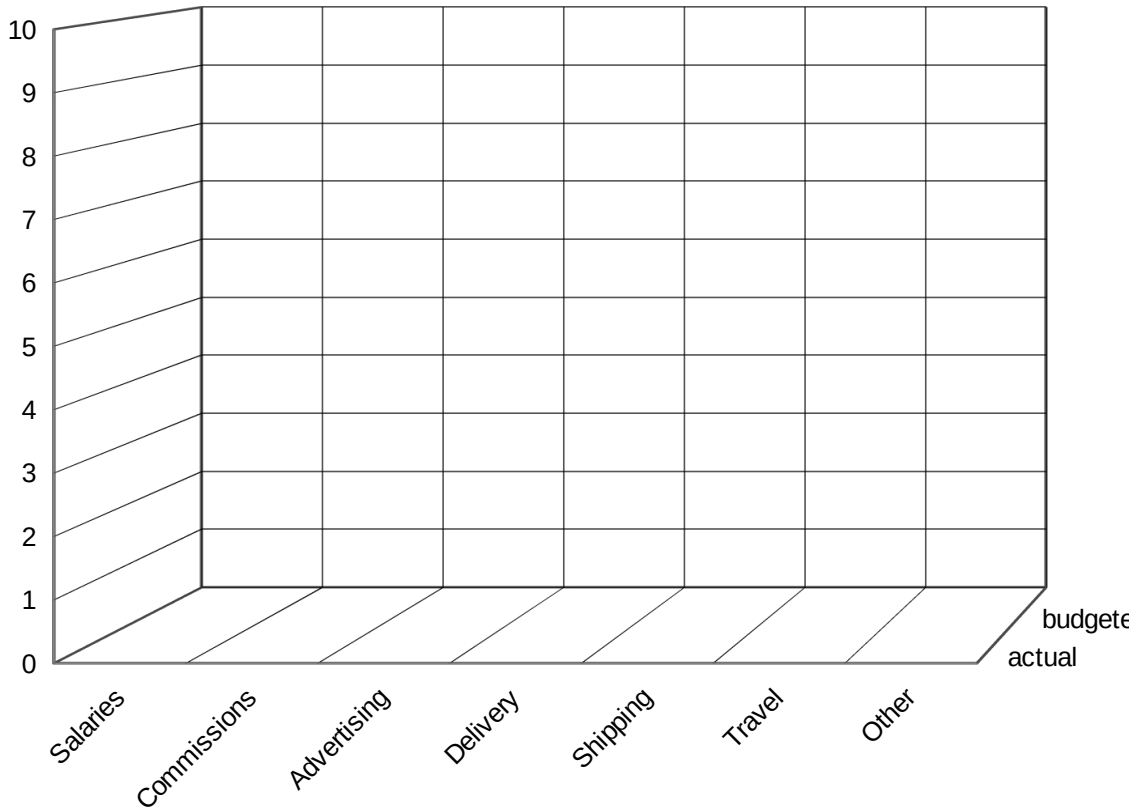
Telephone

Equipment

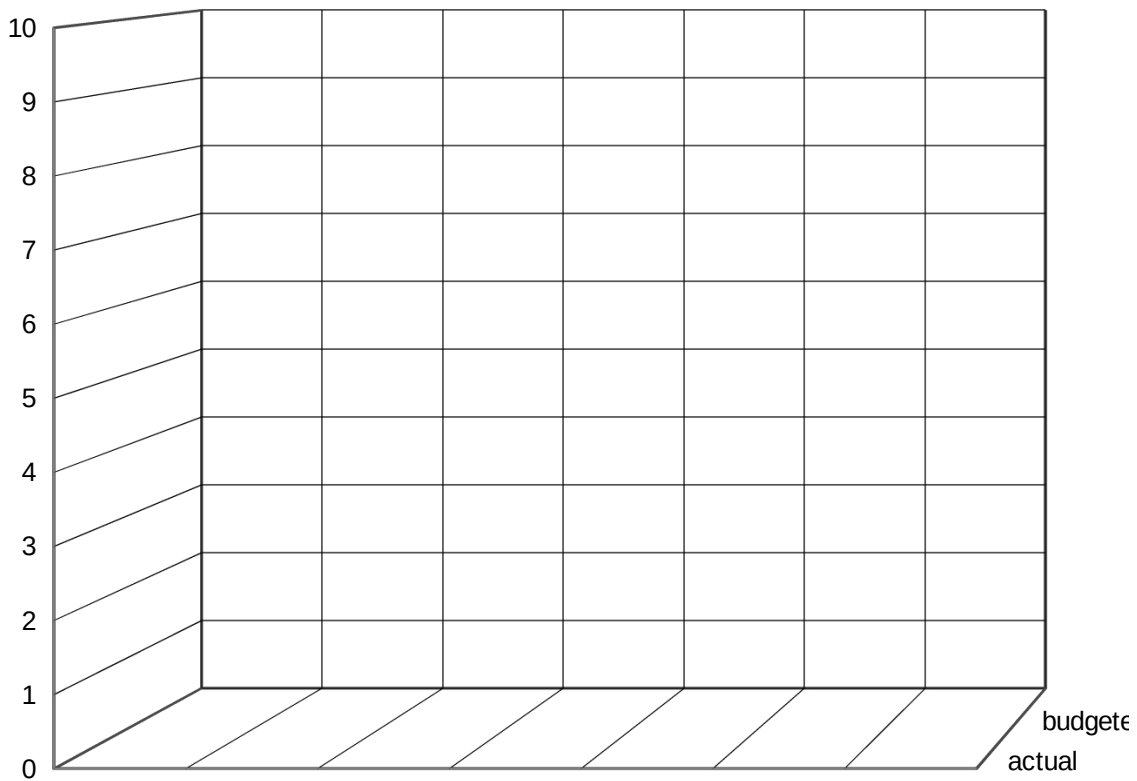
Rentals

Other

### Selling Expense Details



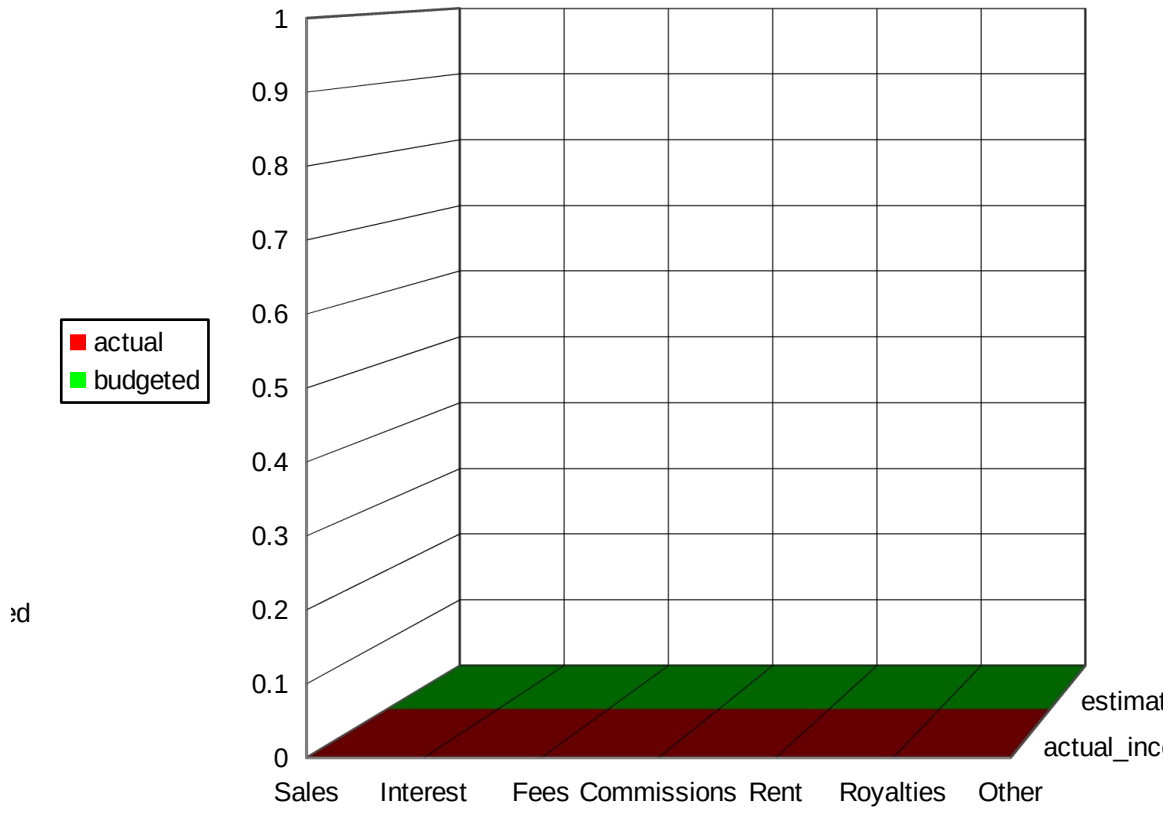
### Services Expenses



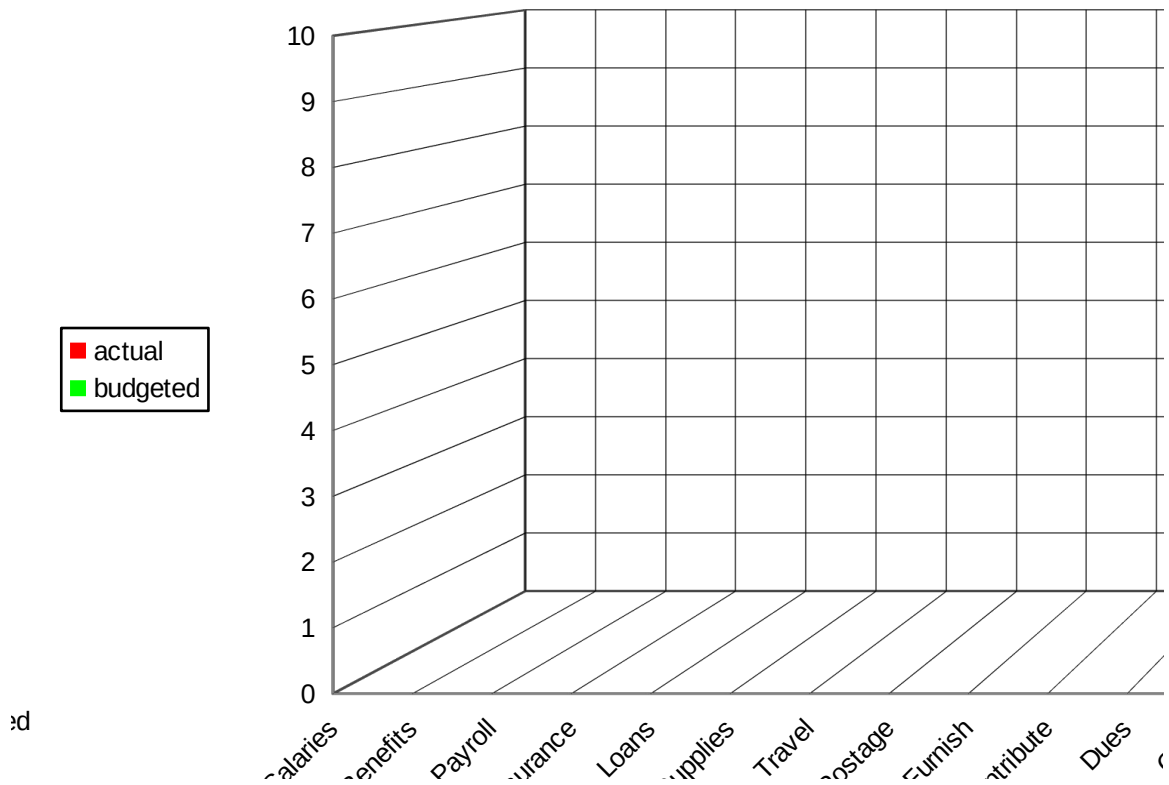
Accounting   Legal   Utilities   Telephone Equipment   Rentals   Other



### Income Details



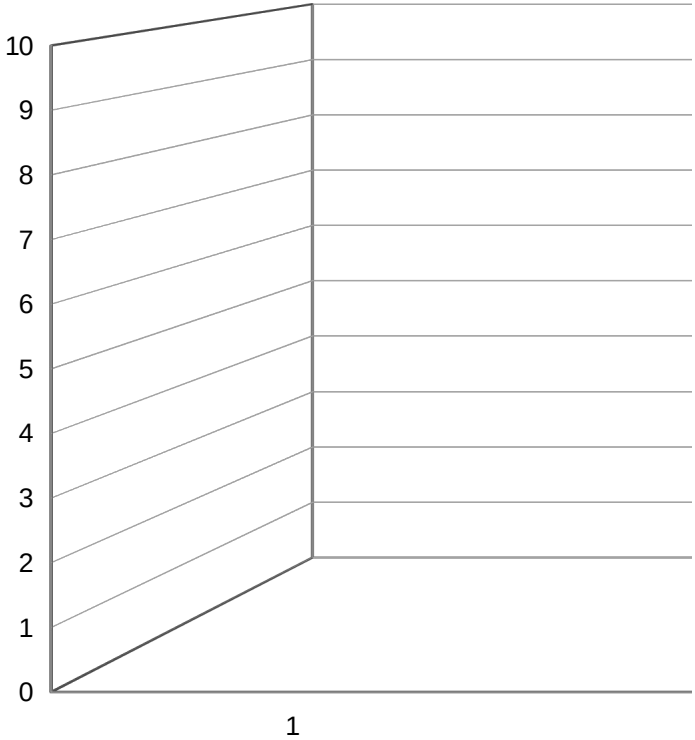
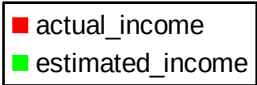
### Administrative Expenses



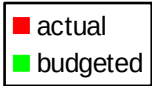
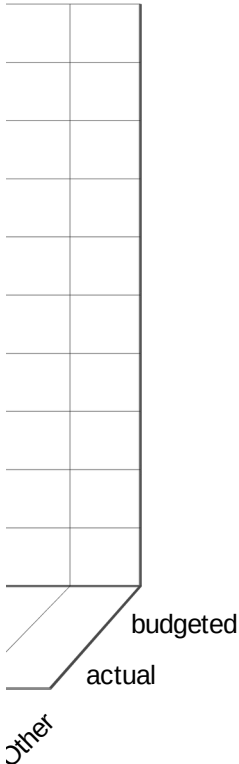
§ 87(2)(b) Ins. 500 r. 100

Income and E:

Budget Versus



ted\_income  
ome





expenses

Actual



■ expense  
■ income