

<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><i>SELLING</i></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><i>ADMINISTRATIVE</i></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>		
Accounting		
Legal		
Utilities		
Telephone		
Equipment purchases		
Rent & maintenance		
Other		
<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	
UNDER BUDGET	NOTES
#VALUE!	
UNDER BUDGET	
UNDER BUDGET	NOTES
#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

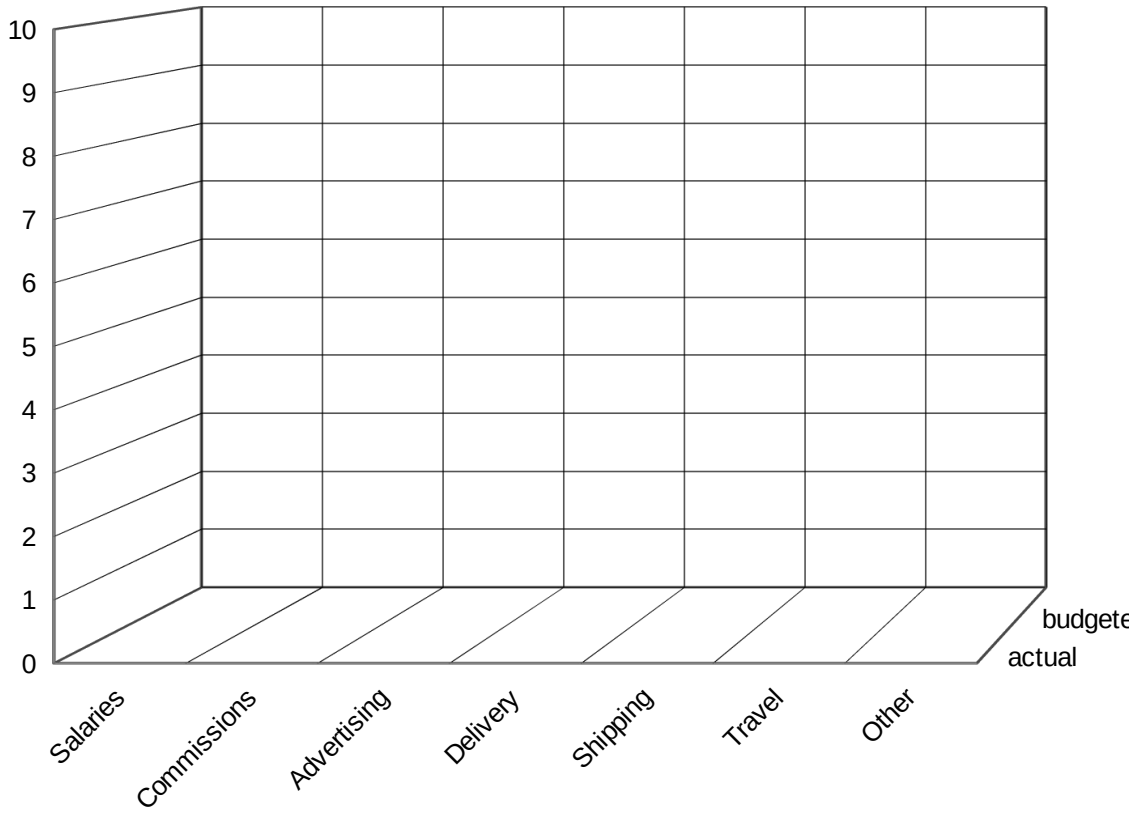
Telephone

Equipment

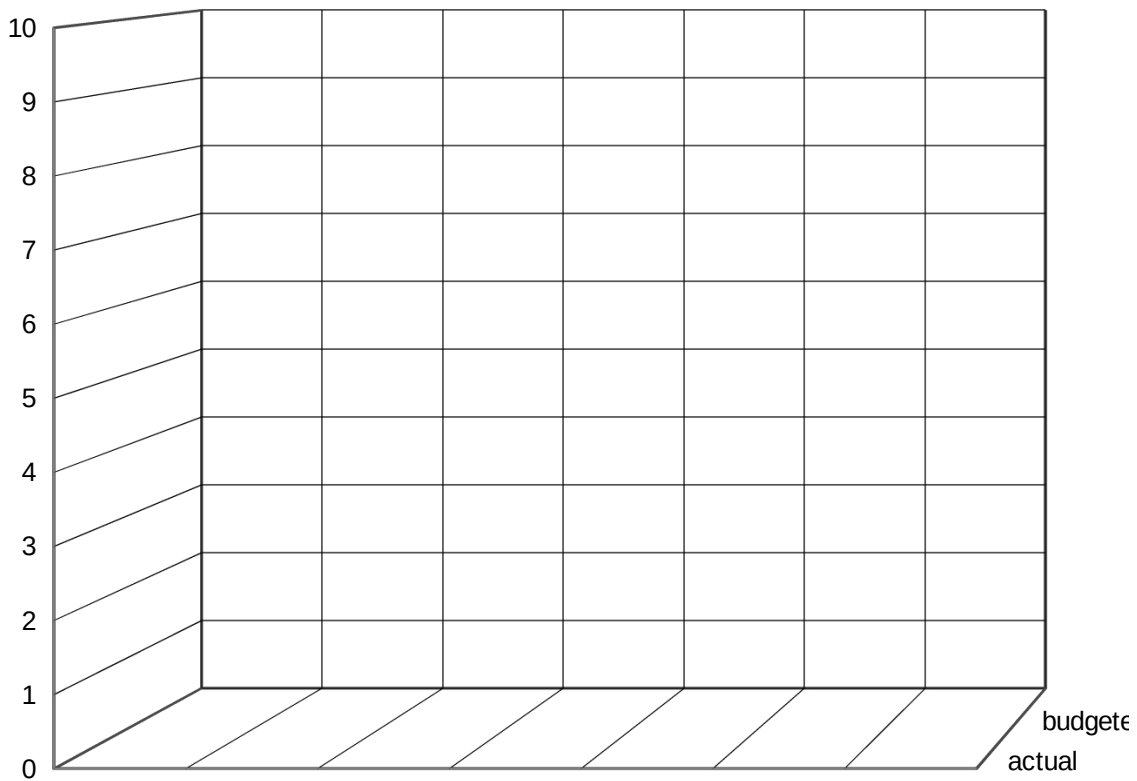
Rentals

Other

### Selling Expense Details



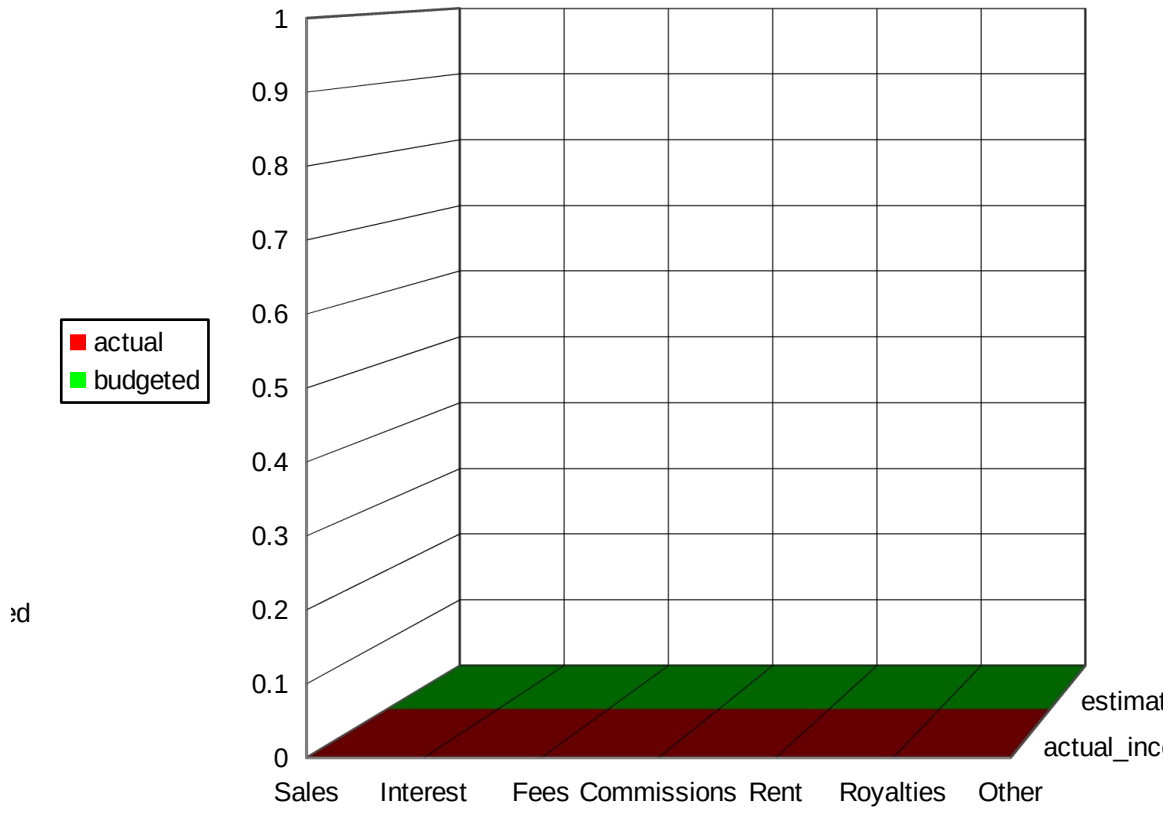
### Services Expenses



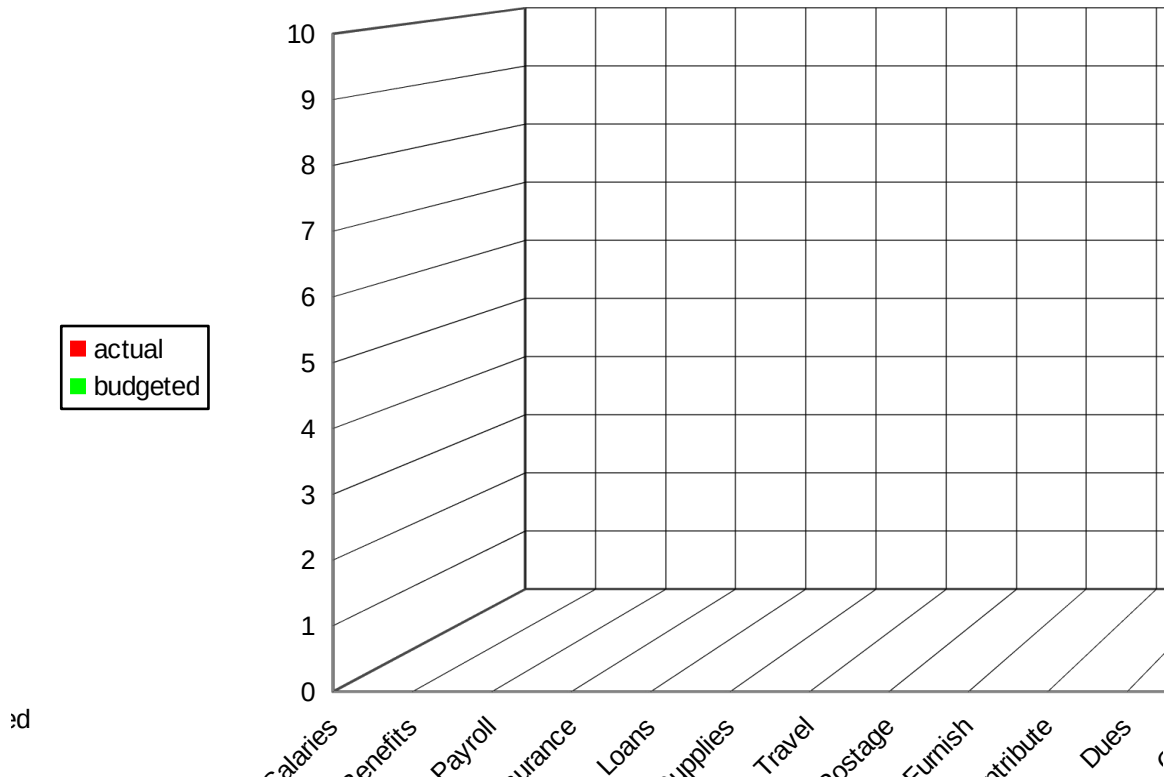
Accounting   Legal   Utilities   Telephone Equipment   Rentals   Other



### Income Details



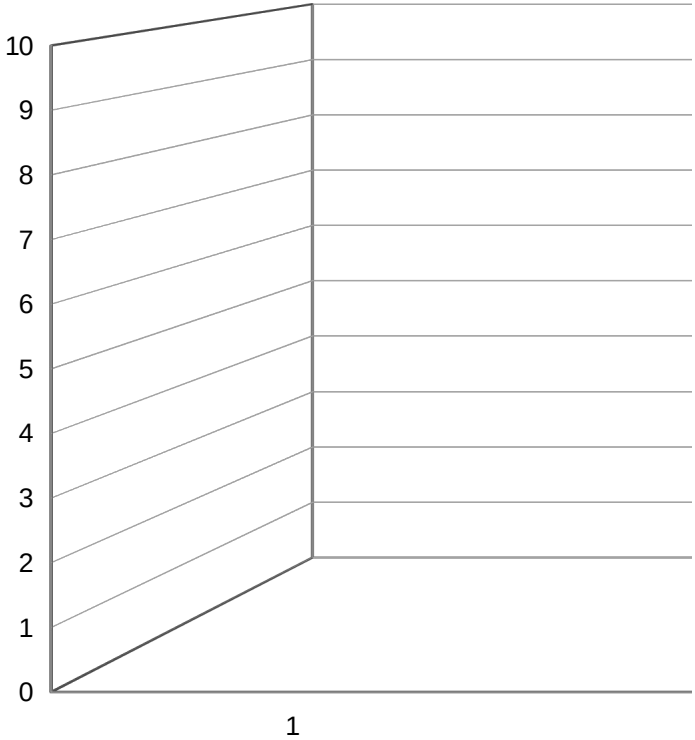
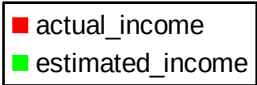
### Administrative Expenses



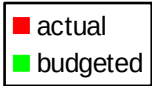
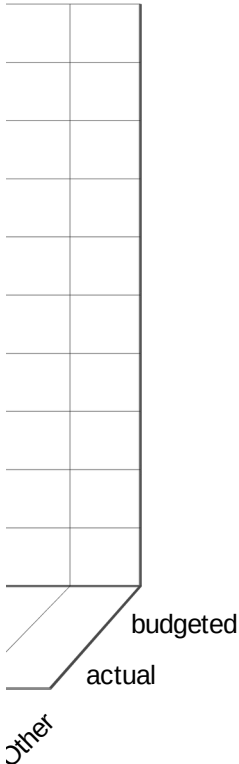
§ 87(2)(b) Ins. 5. P. 1 Col.

Income and E:

Budget Versus



ted\_income  
ome





expenses

s Actual