

BUSINESS BUDGETING IN 5 EASY STEPS

- 1. Tally Your Income Sources**
- 2. Determine Fixed Costs**
- 3. Include Variable Expenses**
- 4. Predict One-Time Spends**
- 5. Pull It All Together**



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TALLY YOUR INCOME SOURCES

- **Figure out how much money you bring in monthly**
- **Use sales figures, profit and loss reports, and or any other income sources**

- * **INCOME SOURCES:**
- * Hourly Earnings
- * Product Sales
- * Investment Income
- * Loans
- * Savings
- * Other



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DETERMINE FIXED COSTS

- **These expenses are charged at the same price each month and are highly predictable**
- **Review past bank statements and/or any reports used to document those expenses**

- * **FIXED COSTS:**
- * Rent/Mortgage
- * Salaries
- * Internet
- * Government and bank fees
- * Cell phone
- * Website hosting
- * Accounting Services
- * Legal Services
- * Insurance



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VARIABLE EXPENSES

- **Items that do not have a fixed priced tag and are more difficult to predict**
- **These costs can be scaled up or down based on the state of the business**
- **These costs can correlate to the growth of the business**

- * **VARIABLE EXPENSES:**
- * Raw Materials
- * Contractor Wages
- * Commissions
- * Advertising
- * Other Marketing Costs
- * Transportation
- * Travel & events
- * Printing Services
- * Utilities



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ONE TIME SPENDS

- **These expenditures are often unexpected**
- **However, some can be budgeted months in advance**

- * **ONE-TIME SPENDS:**

- * Computer
- * Furniture
- * Software
- * Office Supplies
- * Gifts



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PULL IT ALL TOGETHER

- **Use a budget template to capture all relevant budget items**
- **Use information and any checklist used in the prior step to create the business budget**

- [Blank Budget Template Link](#)
- [Completed Sample Budget Link](#)



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[XYZ UNLIMITED]

Business Budget 2019

INCOME		Actual	Budget	Difference
Operating Income				
Category 1		115,000	120,000	(5,000)
Category 2				-
Category 3				-
Category 4				-
Other				-
Total Operating Income		115,000	120,000	(5,000)
Non-Operating Income				
Interest Income		250	250	-
Rental Income		3,000	3,000	-
Gifts Received				-
Donations				-
Other				-
Total Non-Operating Income		3,250	3,250	-
Total INCOME		118,250	123,250	(5,000)
EXPENSES				
Operating Expenses				
Accounting and Legal		1,200	600	600
Advertising		1,400	900	500
Depreciation		800	500	300
Dues and Subscriptions		900	1,300	(400)
Insurance		2,500	2,500	-
Interest Expense		60	50	10
Maintenance and Repairs		100	60	40
Office Supplies				-
Payroll Expenses		3,000	4,000	(1,000)
Postage		50	60	(10)
Rent		10,000	10,000	-
Research and Development				-
Salaries and Wages		65,000	66,000	(1,000)
Taxes and Licenses				-
Telephone		3,500	3,300	200
Travel				-
Utilities				-
Web Hosting and Domains				-
Other				-
Total Operating Expenses		88,510	89,270	(760)
Non-Recurring Expenses				
Furniture, Equipment and Software		1,000	1,500	(500)
Gifts Given				-
Other				-
Total Non-Recurring Expenses		1,000	1,500	(500)
Total EXPENSES		89,510	90,770	(1,260)
Net Income Before Taxes		28,740	32,480	(3,740)
Income Tax Expense		3,500	3,300	200
				-
NET INCOME		25,240	29,180	(3,940)

[Your Company Name]

Business 2019

INCOME		Actual	Budget	Difference
Operating Income				
Category 1				-
Category 2				-
Category 3				-
Category 4				-
Other				-
Total Operating Income		-	-	-
Non-Operating Income				
Interest Income				-
Rental Income				-
Gifts Received				-
Donations				-
Other				-
Total Non-Operating Income		-	-	-
Total INCOME		-	-	-
EXPENSES				
Operating Expenses				
Accounting and Legal				-
Advertising				-
Depreciation				-
Dues and Subscriptions				-
Insurance				-
Interest Expense				-
Maintenance and Repairs				-
Office Supplies				-
Payroll Expenses				-
Postage				-
Rent				-
Research and Development				-
Salaries and Wages				-
Taxes and Licenses				-
Telephone				-
Travel				-
Utilities				-
Web Hosting and Domains				-
Other				-
Total Operating Expenses		-	-	-
Non-Recurring Expenses				
Furniture, Equipment and Software				-
Gifts Given				-
Other				-
Total Non-Recurring Expenses		-	-	-
Total EXPENSES		-	-	-
Net Income Before Taxes				-
Income Tax Expense				-
NET INCOME		-	-	-