

Business Budget Template

ANNUAL BUDGET EXPENSES

ITEM	MONTHLY	ANNUALLY (BUDGET)	ANNUALLY (ACTUAL)
COMPANY GENERAL & ADMINISTRATIVE			
Business Development			
Recruitment			
Team/Employee Development			
Continuing Education			
Rent			
Mobile/Internet			
Office Supplies			
Postage & Delivery			
Office Equipment			
Subscriptions			
CRM			
Workers Comp Insurance			

INDUSTRY-SPECIFIC FEES

Licensing			
Certifications			
State Fees			

VEHICLE EXPENSES

Auto Insurance			
Gas			
Parking Fees			
Auto Maintenance/Wash			
Auto Tabs/Registration			

MARKETING

*See Detailed Marketing Budget			
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PAYROLL

Independent Contractors			
Payroll			
Payroll Taxes			
Retirement Expenses/Match			
Mileage Reimbursement			

PROFESSIONAL SERVICES			
Accounting			
Legal Fees			
Bank Service Charges			
TRAVEL EXPENSES			
Travel Expenses			
Conference Expenses			
OTHER			
Charitable Donations			
TOTAL: (BUDGET)			
TOTAL: (ACTUAL)			
TOTAL INCOME (Projected)			
NET INCOME (Total Income - Total Expenses)			
ESTIMATED TAXES (30% of Net Income)			
PROFIT (Net Income - Estimated Taxes)			



Click [HERE](#) to download our Business Startup Financial Timeline!

QUESTIONS TO CONSIDER WHEN GETTING STARTED:

- How much do you need to save from every check to cover tax requirements?
- How much will it take to survive? *Thrive?*
- Based on necessary expenses and desired income, how much volume would you need to meet that amount of revenue?
- Research typical expenses in your industry for:
 - Marketing
 - Operations
 - Payroll
- Is this budget something feasible to stick to?
- Set deadlines for yourself for re-evaluating the budget (6 months) and for when you need to be making a profit.

NOTES:
