

Office Supplies & Utilities Budget Sheet

Category	Description	Month	Budgeted Amount	Actual Amount	Difference	Notes
Office Supplies						
	Printing Paper					
	Pens & Stationery					
	Printer Cartridges					
	Miscellaneous Supplies					
Utilities						
	Electricity					
	Internet					
	Water					
	Other Utilities					
Totals						

Additional Notes