

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