

# Small Business Office Operating Budget Form

Business Name

Enter business name

Fiscal Year

YYYY

Prepared By

Name

Date

YYYY-MM-DD

## Estimated Monthly Revenues

Revenue Source	Amount (\$)
e.g. Product Sales	
e.g. Service Fees	
Other	
<b>Total Revenue</b>	

## Estimated Monthly Expenses

Expense Category	Amount (\$)
e.g. Rent	
e.g. Utilities	
e.g. Salaries	
e.g. Marketing	
Other	
<b>Total Expenses</b>	

## Summary

Description	Amount (\$)
Projected Total Revenue	
Projected Total Expenses	

**Projected Net Income (Revenue - Expenses)****Notes**

Additional notes, explanations, or assumptions...