

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	
Total Revenue	

Estimated Monthly Expenses

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

Summary

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

Projected Net Income (Revenue - Expenses)	
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Notes

Additional notes, explanations, or assumptions...