

Small Business Budget Planning Sheet

Business Information

Business Name		Prepared By	
Budget Period		Date	

Estimated Income

Description	Monthly	Annual
Sales Revenue		
Other Income		
Total Income		

Estimated Expenses

Description	Monthly	Annual
Rent		
Utilities		
Salaries & Wages		
Inventory/Supplies		
Marketing		
Insurance		
Loan Payments		
Taxes		
Other Expenses		
Total Expenses		

Summary

	Monthly	Annual
Net Profit (Income - Expenses)		

Notes / Comments

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