

Office Budget Forecasting Worksheet

General Information

Department / Team	
Prepared By	
Period	
Date	

Forecasted Expenses

Category	Estimated Amount	Notes
Salaries & Wages		
Office Supplies		
Utilities (Electricity, Water, Internet)		
Equipment & Maintenance		
Travel & Transportation		
Training & Development		
Miscellaneous		
Total Forecasted Expenses		

Forecasted Income

Source	Estimated Amount	Notes
Product Sales		
Service Income		
Grants / Funding		
Other Income		
Total Forecasted Income		

Summary

Total Forecasted Income	
Total Forecasted Expenses	
Forecasted Surplus / Deficit	

Additional Notes