



## ***Monthly Business Budget Planner***

### **Instructions**

1. Fill in your income sources and amounts.
2. List your business expenses and categorise them.
3. Calculate the total income, total expenses, and net income.

### **Income:**

Source:

Estimated Amount:

Actual Amount:

Difference:

Sales Revenue:

Service Income:

Other Income:

Investment Income:

Total Income:

**Expenses:****Fixed Expenses**

Expense:

Estimated Amount:

Actual Amount:

Difference:

Rent/Lease:

Utilities: (Electric, Water, Gas)

Salaries and Wages:

Insurance:

Loan Payments:

Fleet:

Total Fixed Expenses:

**Variable Expenses**

Expense:

Estimated Amount:

Actual Amount:

Difference:

Office Supplies:

Marketing and Advertising:

Travel Expenses:

Repairs and Maintenance:

Miscellaneous:

Total Variable Expenses:

## **Summary**

Description:  
Amount

Total Income:

Total Fixed Expenses:

Total Variable Expenses:

Total Expenses:

Net Income (Total Income - Total Expenses)

## ***Tips for Effective Business Budgeting***

Review Regularly:

Monitor your budget monthly to adjust for changes in income or expenses.

Analyse Variances:

Investigate any discrepancies between estimated and actual amounts to improve future budgeting.

Set Financial Goals:

Define short-term and long-term financial objectives for your business.

## **Conclusion**

***This business budget planner will help you keep track of your financial performance, manage your expenses, and work towards your business goals. This template can be customised to fit your branding and business needs.***