

MONTHLY EXPENSE BUDGET

Month: _____
 Submitted by: _____
 Approved by: _____

	ESTIMATE	ACTUAL	\$ DIFFERENCE	+ / - %
PERSONNEL				
Office:				
Store:				
Salespeople:				
Others (List):				
Misc.:				
OPERATING				
Advertising:				
Bad debts:				
Depreciation:				
Dues and subscriptions:				
Employee benefits:				
Freight:				
Insurance:				
Interest:				
Legal and Accounting:				
Maintenance and repairs:				
Office supplies:				
Postage:				
Rent or mortgage:				
Sales expenses:				
Shipping and storage:				
Supplies:				
Taxes:				
Telephone:				
Utilities:				
Other (List):				
Misc.:				
TOTAL:	<input style="width: 80px; height: 20px;" type="text"/>	<input style="width: 80px; height: 20px;" type="text"/>	<input style="width: 80px; height: 20px;" type="text"/>	<input style="width: 80px; height: 20px;" type="text"/>