MONTHLY EXPENSE BUDGET

Month: _____

Submited 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:				