# **BUDGET TEMPLATE**

(For [Company/Individual Name])

1. Basic Information

Prepared By: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Budget Period: From \_\_\_\_\_\_\_\_\_\_ To \_\_\_\_\_\_\_\_\_\_

2. Income

|  |  |  |  |
| --- | --- | --- | --- |
| Source of Income | Planned Amount | Actual Amount | Difference |
| Salary |  |  |  |
| Business Revenue |  |  |  |
| Investments |  |  |  |
| Other |  |  |  |

TOTAL INCOME

3. Expenses

|  |  |  |  |
| --- | --- | --- | --- |
| Category | Planned Amount | Actual Amount | Difference |
| Rent Utilities |  |  |  |
| Salary |  |  |  |
| Transportation |  |  |  |
| Food |  |  |  |
| Marketing |  |  |  |
| Office Supplies |  |  |  |
| Insurance |  |  |  |

TOTAL EXPENSES

4. Summary

Total Planned Income: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Total Planned Expenses: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Planned Savings/Net Balance: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Total Actual Income: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Total Actual Expenses: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Actual Savings/Net Balance: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

5. Notes

(Write any clarifications, special conditions, or explanations here.)