1. Introduction:

A. The importance of managing finances is vital for Caribbean Flavors Catering's success. Effective financial management ensures profitability, sustainability, and growth.

B. Introducing budgeting as a tool aligns with our commitment to provide exceptional catering services while maintaining financial stability.

| **Description** | **Estimated Monthly Cost ($)** | **Estimated Annual Cost ($)** | **Actual Annual Spend ($)** |
| --- | --- | --- | --- |
| **Expenses** |  |  |  |
| Salaries and Benefits | $40,000 | $480,000 | $490,000 |
| Rent and Utilities | $6,000 | $72,000 | $75,000 |
| Equipment and Supplies | $3,000 | $36,000 | $34,000 |
| Marketing and Advertising | $4,000 | $48,000 | $50,000 |
| Research and Development | $12,000 | $144,000 | $138,000 |
| General Administrative | $2,500 | $30,000 | $29,000 |
| Insurance: |  |  |  |
| - General Liability Insurance | $500 | $6,000 | $5,800 |
| - Professional Liability Insurance | $800 | $9,600 | $9,500 |
| - Workers' Compensation Insurance | $600 | $7,200 | $7,300 |
| - Property Insurance | $300 | $3,600 | $3,550 |
| Software and Tools | $1,500 | $18,000 | $17,500 |
| Employee Training and Development | $1,000 | $12,000 | $11,800 |
| Travel and Conferences | $1,200 | $14,400 | $14,700 |
| Miscellaneous | $1,000 | $12,000 | $11,500 |
| **Total Expenses** | $74,600 | $895,800 | $888,350 |
| **Revenue** |  |  |  |
| Product Sales | $120,000 | $1,440,000 | $1,460,000 |
| Subscription Services | $20,000 | $240,000 | $235,000 |
| Consulting Services | $10,000 | $120,000 | $125,000 |
| Licensing and Royalties | $5,000 | $60,000 | $58,000 |
| **Total Revenue** | $155,000 | $1,860,000 | $1,878,000 |
| Net Profit (Revenue - Expenses) | $80,400 | $964,200 | $989,650 |