BUSINESS BUDGET TEMPLATE

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| **BUDGET ITEM** | **BUDGETED AMOUNT** | **ACTUAL SPENT** | **% of TOTAL BUDGET** |
| Lease/Loan payments |  |  |  |
| Utilities |  |  |  |
| Telephone *(landlines, fax numbers, and mobile numbers)* |  |  |  |
| Accounting/bookkeeping fees |  |  |  |
| Banking fees |  |  |  |
| Insurance |  |  |  |
| Legal fees |  |  |  |
| Taxes/licenses |  |  |  |
| Employee expenses |  |  |  |
| Automobile/mileage |  |  |  |
| Professional membership fees |  |  |  |
| Continuing education/ training |  |  |  |
| Subscriptions |  |  |  |
| Marketing *(see detailed mar- keting budget)* |  |  |  |
| Office supplies/stationary |  |  |  |
| Postage/deliveries |  |  |  |
| PO Box/Personal mailbox |  |  |  |
| Software/technology/IT support/upgrades |  |  |  |
| Website hosting |  |  |  |

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| Internet Service Provider |  |  |  |
| Equipment *(purchase and repair)* |  |  |  |
| Client/customer expenses |  |  |  |
| Entertainment |  |  |  |
| Business development |  |  |  |
| Depreciation |  |  |  |
| Business travel |  |  |  |
| Product parties and supplies *(What you have to invest or buy first tocreate*  *products before selling them.)* |  |  |  |
| Charitable giving |  |  |  |
| Other |  |  |  |