



Budget Worksheet

The most important aspect of being able to manage expenses is to clearly understand how your money is being allocated. Please take 30 minutes to complete this simple budgeting tool, which groups financial information into categories. This worksheet is based off of a budget that AMBLER Growth Strategy Consultants Inc., in Hammonton, N.J., provides to its clients.

Dollars

Percent

	Dollars	Percent
GROSS REVENUE		
Fees		
Products		
Interest		
Reimbursed Expenses		
Sales Tax		
Service Charges		
Shipping/Handling		
COST OF SALES		
Goods (cost of goods sold)		
Client Related Expenses		
Commissions		
Direct Labor		
Sales Tax		
Shipping/Handling		
Subcontractors		
GROSS PROFIT		

OPERATING EXPENSES		
People		
management salaries		
(list)		
administrative wages		
(list)		
benefits		
education		
payroll taxes		
Marketing		
advertising		
assoc dues & meetings		
gifts & donations		
photography		
postage		
printing		
public relations		
trade shows		
web site		
Overhead		
equipment/maint & repair		
insurance		
office supplies		
professional fees		
rent		
subscriptions		
telephone		
utilities		
vehicles		
NET PROFIT		
Capital Investment		
Corporate Taxes		
Reserves		
Profit Sharing		
FINAL NET PROFIT		