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:				