

BUSINESS BUDGET

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

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



SHARP MIND Marketing

Helping you put your Marketing Puzzle
together one piece at a time.

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