

# 4+ Business Budget Analysis Templates – PDF, Word, Apple Pages

If you plan on opening up and running your very own business, then you should know just how important it is to know exactly what you'll need to spend on. You won't be able to do anything unless you're able to gather the necessary funds, but you'll also have to consider how much things will cost. You can also like [sample organizational analysis templates](#).



## Budget Analysis Template

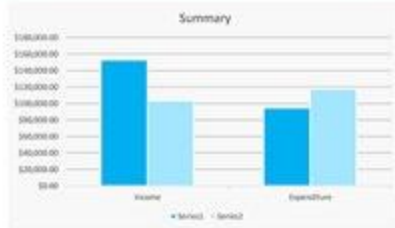


[Download](#)

## Business Budget Analysis Template

## Business Budget Analysis

Summary	Projected	Actual	Difference
Income	\$153,000.00	\$103,300.00	\$49,700.00
Expenditure	\$94,650.00	\$117,300.00	-\$22,650.00
<b>Balance</b>	<b>\$58,350.00</b>	<b>-\$14,000.00</b>	<b>\$72,350.00</b>



Income			
Description	Projected	Actual	Difference
<i>Operating Income</i>			
Total Sales	\$100,000.00	\$52,000.00	\$48,000.00
Cost of Goods Sold	\$42,000.00	\$0.00	\$42,000.00
<b>Gross Profit</b>	<b>\$58,000.00</b>	<b>\$52,000.00</b>	<b>\$6,000.00</b>
<i>Non-Operating Income</i>			
Interest	\$10,000.00	\$11,000.00	-\$1,000.00



TEMPLATE.NET

[Download](#)

## Budget Analysis Template



[Download](#)

This means that you're going to need something that will help ensure that your business is able to operate by knowing what you'll need to spend on how much you'll need to spend. And that's why this article is going to teach you how to create your very own business [Analysis Templates](#).

## Sample Business Budget Analysis

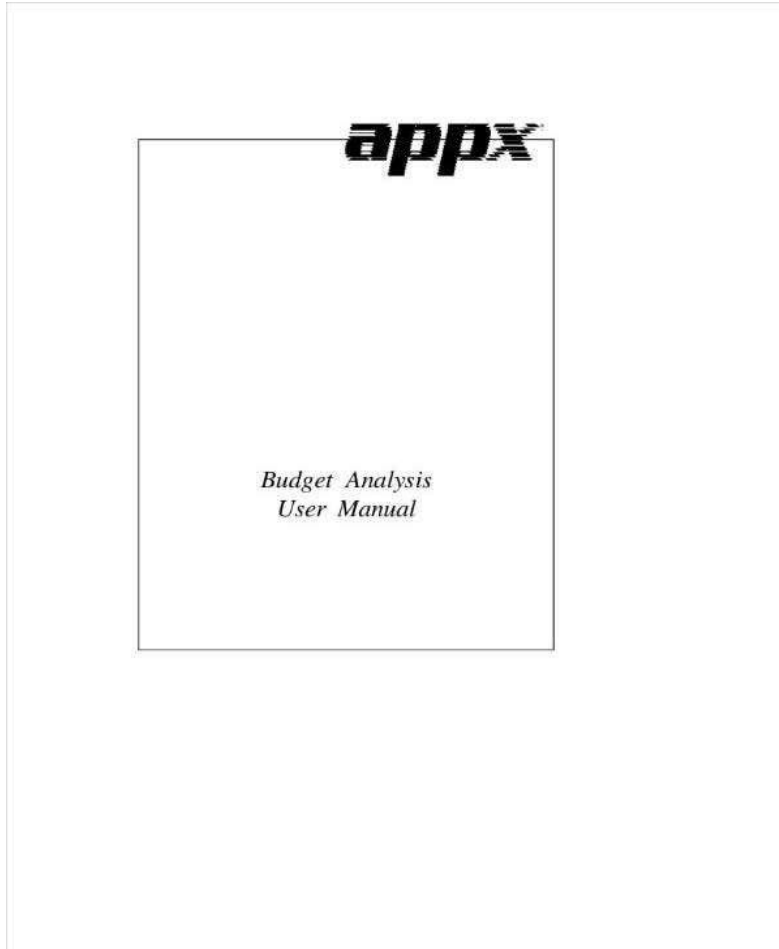


#### BUDGETS and CASHFLOW

- 2 Budgeting Percentages
- 3 Cashflow Analysis
- 7 Sites and Apps

[Download](#)

## Simple Business Budget Analysis



[Download](#)

## How to Make Your Business Budget Analysis

Cash is what's going to keep your business running. So you're going to have to learn about how much of it will be flowing towards your [simple business](#), and how much will be going out of it. If you have an idea of both, then you should be able to determine how long your business can keep running for and if it's a success. So long as you know your business's financial status, then you should be able to figure out ways to make sure that it keeps on going.

With that in mind, here are the steps that will allow you to conduct a proper business budget analysis:

## 1. Know How Much Money Is Flowing In Your Business Within a Month's Time

Again, it's important that you know just how much money will be flowing both in and out of your business. So the first thing that you will need to consider is how much money will be going inside your business within a month's time. You may also read [impact analysis](#).

If you're just about to open up your own business, then you should include the beginning balance in cash that you want to have available at the end of every month. So you should take note of factors such as the number of sales that you have been able to achieve within a month's time. Sales would include both cash sales and sales that you make to your customers who decide to pay on credit. You may also see [risk analysis templates](#).

Basically, you'll want to take a look at all of the sources of revenue available for your business. This will tell you how much your business makes and it's important in letting you know where it is you're currently standing in terms of where your business is in towards its path to success. You can also read [cash flow analysis templates](#).

## 2. Know How Much Money Is Flowing Out in Your Business

When you've realized just how much money will be coming in, the next step is to point out how much of it is going to be leaving your business. There's no doubt that your business will have expenses. While you won't exactly be able to avoid them, you should at least learn what they are so that you can better prepare for every single one of them. Take note that you'll obviously be buying the essentials such as office supplies that you and your employees are going to need. You may also see [business analysis templates](#).

Other expenses that you will need to take note of would be advertising fees, vehicle expenses, payroll expenses, and much more. You'll also have to take note of quarterly expenses that you're going to have to pay for. A great example of this would be the taxes that every business will need to spend on. You can also check [financial analysis samples](#).

And then you need to consider the different expenses that could happen on occasion. These are things like computer equipment or software upgrades, [vehicle maintenance](#), and other things that you're going to have to purchase within a given point in time. So that you won't be surprised by when they happen, it's important to take note of how much they're

going to cost to become prepared of the possibilities of when your business is going to need them.

### 3. Check Your Cash Flow

Once you've been able to determine just how much money is pouring in and out of your business, you must then compare the two figures. It should be obvious that you want more money going in than leaving as the opposite will just lead your business to ruins. You have to make sure that your monthly cash inflow is greater than the outflow so you will have sufficient funds to keep things on your business running. You can also read [requirement analysis templates](#).

Again, you can make use of a worksheet to help you keep tabs on where your sources of revenue are coming from, the expenses that you'll need to make, and the amount of both. Just make sure that you're able to keep things organized so that you can understand where your business stands in terms of its financial situation. You may also see [business impact analysis templates](#).

### 4. Figure Out What You Have to Do

In a situation where your cash outflow is more than your inflow, then you'll need to know what it is that you're going to have to do to fix this situation. This means you'll need to consider where you can gain other sources of income. For example, you can always open up a loan or borrow money from your friends or family. Just make sure that the amount you're borrowing is something that you will be able to pay back to the people or institutions you've borrowed them from. Also, you'll need to make sure that the [cash flows](#) of the upcoming months are positive so that you can pay the amount of cash that you managed to borrow.

If you don't want to borrow money, then there's also another option in which you make [simple budget](#) cuts. There may be some items on your list of expenses that your business may not exactly need. You'll have to consider which of these expenses you can cut and which of them are essential in order for your business to keep going.

For example, there are a couple of luxury expenses such as decor that your business doesn't exactly need. You can decide to cut them entirely so that you'll have more money to spend on other important business-related expenses. You may also read [free analysis templates](#).



Just remember that you need to take note as to whether these expenses are ones that your business should make or are ones that your business can live without. You can also read [printable analysis samples](#).

## 5. Make Sure to Do This Analysis Every Month

If you want to ensure that your business stays healthy in terms of its financial status, then you'll need to analyze its budget every single month. That way you'll be able to keep track of how much you're gaining and how much you're spending, allowing you to think about the best courses of action to take to guarantee the business is able to keep on running. You can also see [force field analysis templates](#).

## Tips on Helping You Stay Within Your Budget

While we've covered how to analyze your [business's budget](#), you'll still need to make sure that you manage to stay in it. So here are a few tips that should be able to help you out:

- Only borrow what you need – There might come a point in time where you'll see that your business's outflow is greater than that of its inflow. If such a time happens, then you'll need to borrow from different people or institutions to ensure that your business can keep on going. However, many people have made the mistake of borrowing more than what they can pay back. So all you have to do is figure out exactly how much you'll need to keep your business alive and gain a profit again. You can also like [case analysis templates](#).
- Use tools to help you keep things in check – There are some people who don't make use of spreadsheets or [work sheets](#) to help them see how much their gaining and spending. That's clearly something you don't want to do as you should be able to keep track of your business's revenue and expenses at all times. Use different applications and software that allows you to take and update your business's financial worksheets and spreadsheets at all times. That way, you can make sure you'll know exactly where your business stands in its financial situation.
- Remember to get only what you need – Although this has already been discussed, you should always remember that you should only purchase whatever your [business needs](#) to operate. While you can purchase luxuries for you and your employees, only do so when you know that your business has a steady cash inflow. So take note of all your different expenses and take a look at what it is that you can cut out to give yourself more money to work with. Just make sure that you cut out what you don't need rather than the ones that are needed to keep your business going.

If you want to learn about the other types of [sample analysis](#) that you can do, then all you have to do is to view our site. It has many different articles that should be able to provide you with the help that you need. Just make sure that you're able to read these articles thoroughly so that you can make the most out of whatever information they happen to contain.