Third Hand Bookkeeping Service
"an extra hand when you need one" ™

Budget Worksheet

as of:

Staff Costs:	Monthly Cost	Annual Cost
Owner's Salary	$	$
Staff Salary	$	$
Bonuses	$	$
Total Staff Costs	$	$
Operating Expenses:	**Monthly Cost**	**Annual Cost**
Advertising & Marketing	$	$
Business Insurance	$	$
Business Internet	$	$
Business Telephone / Fax	$	$
Computer Repairs	$	$
Computer Supplies / Software	$	$
Credit Card Debt	$	$
Dues & Subscriptions	$	$
Interest	$	$
Meals & Entertainment	$	$
Office Rent / Office Mortgage	$	$
Office Supplies	$	$
Postage	$	$
Professional Fees (Legal, Accounting, etc)	$	$
Subcontracted Labor	$	$
Taxes (Federal, State, Local, Payroll)	$	$
Telephone (land line, mobile)	$	$
Travel	$	$
Utilities	$	$
Website Hosting	$	$
Other (specify):	$	$
Other (specify):	$	$
Total Operating Expenses	$	$
Monthly Breakeven Sales Required	$	$

Instructions for completing the worksheet: Enter your expected monthly and annual business costs. You may want to refer to your Profit & Loss report or most recent tax return. One of the best uses of breakeven analysis is to experiment with various scenarios. For example, if you plan to hire an employee or contract with a subcontractor, how much in additional monthly sales will you need to cover the additional overhead expense?

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Personal Budget Worksheet

as of:

Personal Income	Monthly Cost	Annual Cost
Monthly Income	$	$
Spouse / Partner Income	$	$
Commission / Bonus	$	$
Total Personal Income	$	$
Monthly Living Expenses	**Monthly Cost**	**Annual Cost**
Rent or Mortgage Payment	$	$
Real Estate Taxes	$	$
Renters or Home Owners Insurance	$	$
Auto Insuance	$	$
Auto Lease / Loan	$	$
Auto Maintenance (Gas, Tolls, Repairs)	$	$
Child Care	$	$
Clothing	$	$
Food (groceries and restaurant meals)	$	$
General Household (Cable, Internet)	$	$
Medical (Doctor, Prescription)	$	$
Medical Insurance	$	$
Personal Maintenance (gym, hair, beauty supplies)	$	$
Telephone (land line, mobile)	$	$
Utilities (Water, Electric, Gas, Sewer)	$	$
Credit Card Debt	$	$
Credit Card Debt	$	$
Other Expenses:	$	$
Other Expenses:	$	$
Other Expenses:	$	$
Other Expenses:	$	$
Total Monthly Expenses	$	$
Total Monthly income - Total Monthly Expenses = Remaining Income	$	$

Instructions for completing the worksheet: Enter your income and monthly living expenses. By going through this exercise it should help you get a good financial picture and allow you to make changes to improve your net worth and reduce monthly expenses. By notating the expenses going out, will most likely open your eyes to how much you are spending on that morning coffee each day or even those take out or restaurant meals. By creating a budget is a great first start to getting your finances under control. Credit card debt should be first on the list to pay off.

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