Small Business Budget Worksheet

Step 1: Review Current Financials

- Year-to-Date Revenue: __________
- Year-to-Date Expenses: __________
- Net Profit (Revenue – Expenses): __________
- Current Cash on Hand: __________

Step 2: Fixed Monthly Expenses (non-negotiable)

- Rent/Mortgage: __________
- Payroll: __________
- Insurance: __________
- Loan Payments: __________
- Utilities: __________
- Subscriptions/Software: __________
- Other Fixed Expenses: __________

Step 3: Variable Monthly Expenses (fluctuate with activity)

- Inventory/Supplies: __________
- Marketing/Advertising: __________
- Professional Services (legal, accounting, consulting): __________
- Travel/Meals/Entertainment: __________
- Training/Development: __________
- Other Variable Expenses: __________

Step 4: Budget Checklist

- Review year-to-date income and expenses
- Separate fixed vs. variable costs
- Forecast revenue conservatively
- Allocate for taxes and savings
- Build in a buffer for the unexpected

Step 5: Action Plan

1. Expenses I can reduce or eliminate: ________________
2. Investments that will support growth: ________________
3. Cash reserve target: ________________
4. Next step to improve budgeting: ________________

Ready to turn this worksheet into a tailored financial plan? Book a budgeting session with Western Reserve Consulting today.