

# Expense Budget

[Company Name]

[Month and Year]

Personnel	Budget	Actual	Difference (\$)	Difference (%)
Office			\$ -	0.0%
Store			-	0.0%
Salespeople			-	0.0%
Others			-	0.0%
Operating	Budget	Actual	Difference (\$)	Difference (%)
Advertising			\$ -	0.0%
Bad debts			-	0.0%
Cash discounts			-	0.0%
Delivery costs			-	0.0%
Depreciation			-	0.0%
Dues and subscriptions			-	0.0%
Employee benefits			-	0.0%
Insurance			-	0.0%
Interest			-	0.0%
Legal and auditing			-	0.0%
Maintenance and repairs			-	0.0%
Office supplies			-	0.0%
Postage			-	0.0%
Rent or mortgage			-	0.0%
Sales expenses			-	0.0%
Shipping and storage			-	0.0%
Supplies			-	0.0%
Taxes			-	0.0%
Telephone			-	0.0%
Utilities			-	0.0%
Other			-	0.0%
Total Expenses	Budget	Actual	Difference (\$)	Difference (%)
	\$ -	\$ -	\$ -	0.0%