

## Pro Forma Business Budget

Expense Category	Planned Expense	Actual Expense	Variance
<b>Building Rent / Lease</b>	\$0.00	\$0.00	\$0.00
<b>Equipment Rent / Lease</b>	\$0.00	\$0.00	\$0.00
<b>Product / Material</b>			
Coffee	\$0.00	\$0.00	\$0.00
Other	\$0.00	\$0.00	\$0.00
<b>Marketing Expenses</b>			
Brochure	\$0.00	\$0.00	\$0.00
Website	\$0.00	\$0.00	\$0.00
Business Cards	\$0.00	\$0.00	\$0.00
Advertising	\$0.00	\$0.00	\$0.00
Other	\$0.00	\$0.00	\$0.00
<b>Administrative Expenses</b>			
Fax/Copies	\$0.00	\$0.00	\$0.00
Postage	\$0.00	\$0.00	\$0.00
Office Supplies	\$0.00	\$0.00	\$0.00
Other	\$0.00	\$0.00	\$0.00
<b>Sales Expenses</b>			
Mileage	\$0.00	\$0.00	\$0.00
Parking	\$0.00	\$0.00	\$0.00
Other	\$0.00	\$0.00	\$0.00
<b>Operating Expenses</b>			
Utilities	\$0.00	\$0.00	\$0.00
Insurance	\$0.00	\$0.00	\$0.00