

Business Budget Sheet Instructions

You can use annual numbers or monthly, just be consistent

Do it twice. Once for your last year (or your estimate for your first year if you are just starting) and what do you want it to be in five years.

Revenue

Think in terms of revenue streams

Books
Courses
Products

Services
In Person Sales
Online Sales

Retreats
Contracts

Expenses

Every business is different so you need to figure out what your expenses are. Here are some suggestions

Rent
Phone
Internet
Utilities
Liability Insurance
Licensing
Home Based Business Insurance
Loan Payment
WCB
Books
Audiobooks
Bookkeeping
Accounting / Tax Return
GST
Tools / Supplies
Courses / Education
Social Media Marketing
Client Appreciation
Eating Out / Entertainment

Parking
Car Insurance
Website Hosting
Website Costs / Domain Registration
Zoom
Canva
CRM / Database
MailChimp / MailerLite
Microsoft 365 / G Suite
Send Out Cards
Virtual Assistant
Staff
Space Rental
Computer Programs / Antivirus
Office Supplies
Networking
Advertising
Staff Appreciation
Travel Expenses