

# COMPANY NAME MONTHLY BUDGET

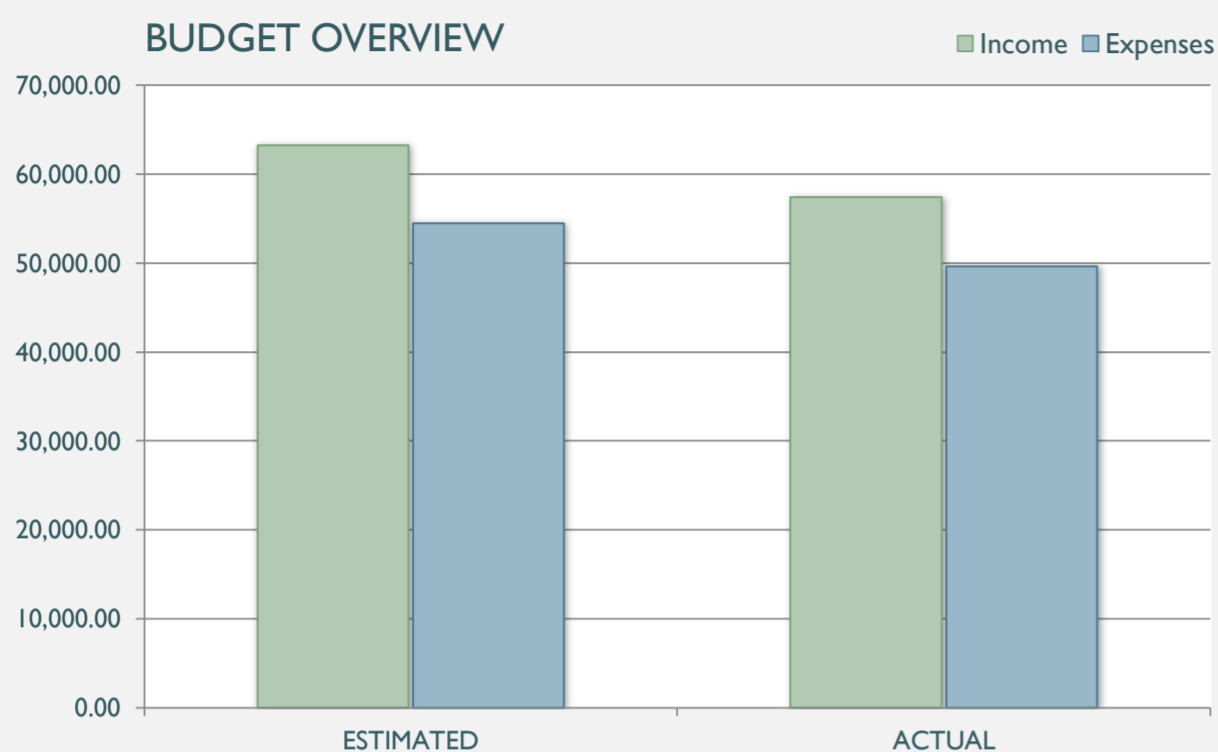
März 2011

BUDGET TOTALS	ESTIMATED	ACTUAL	DIFFERENCE
Income	63,300.00	57,450.00	-5,850.00
Expenses	54,500.00	49,630.00	4,870.00
Balance (Income minus Expenses)	8,800.00	7,820.00	-980.00

INCOME	ESTIMATED	ACTUAL	DIFFERENCE
Net sales	60,000.00	54,000.00	-6,000.00
Interest income	3,000.00	3,000.00	0.00
Asset sales (gain/loss)	300.00	450.00	150.00
Total	63,300.00	57,450.00	-5,850.00

PERSONNEL EXPENSES	ESTIMATED	ACTUAL	DIFFERENCE
Wages	9,500.00	9,600.00	-100.00
Employee benefits	4,000.00		4,000.00
Commission	5,000.00	4,500.00	500.00
Total Personnel	18,500.00	14,100.00	4,400.00

OPERATING EXPENSES	ESTIMATED	ACTUAL	DIFFERENCE
Advertising	3,000.00	2,500.00	500.00
Bad debts	2,000.00	2,000.00	0.00
Cash discounts	1,500.00	2,175.00	-675.00
Delivery costs	2,000.00	1,500.00	500.00
Depreciation	1,000.00	1,000.00	0.00
Dues and subscriptions	500.00	525.00	-25.00
Insurance	1,300.00	1,275.00	25.00
Interest	2,000.00	2,200.00	-200.00
Legal and auditing	1,000.00	800.00	200.00
Maintenance and repairs	4,500.00	4,600.00	-100.00
Office supplies	800.00	750.00	50.00
Postage	400.00	350.00	50.00
Rent or mortgage	4,100.00	4,500.00	-400.00
Sales expenses	350.00	400.00	-50.00
Shipping and storage	900.00	840.00	60.00
Supplies	5,000.00	4,500.00	500.00
Taxes	3,000.00	3,200.00	-200.00
Telephone	250.00	280.00	-30.00
Utilities	1,400.00	1,385.00	15.00
Other	1,000.00	750.00	250.00
Total Operating	36,000.00	35,530.00	470.00



## WHAT ARE MY TOP 5 HIGHEST OPERATING EXPENSES?

EXPENSE	AMOUNT	% OF EXPENSES	15% REDUCTION
Maintenance and repairs	4,600.00	9.3%	690.00
Supplies	4,500.00	9.1%	675.00
Rent or mortgage	4,500.00	9.1%	675.00
Taxes	3,200.00	6.4%	480.00
Advertising	2,500.00	5.0%	375.00
Total	19,300.00	38.9%	2,895.00