

Annual Operating Budget Template

For Small Businesses

1. Revenue

Revenue Source	January	February	March	April	May	June	July	August	September	October	November	December	Total
Product Sales													
Service Income													
Other Income													
Total Revenue													

2. Expenses

Expense Category	January	February	March	April	May	June	July	August	September	October	November	December	Total
Salaries & Wages													
Rent													
Utilities													
Marketing & Advertising													
Insurance													
Office Supplies													
Other Expenses													
Total Expenses													

3. Net Profit (Loss)

	January	February	March	April	May	June	July	August	September	October	November	December	Total
Net Profit (Loss)													

Notes:

- Fill in each cell with your estimated or actual figures.
- Net Profit (Loss) = Total Revenue - Total Expenses, calculated per month and for the year.
- Add or remove rows as needed for additional income or expense categories.