

Operating Budget Forecast Sample

REVENUE

REVENUE SOURCE	Q1	Q2	Q3	Q4	TOTAL
Product Sales	30,000	32,000	35,000	40,000	137,000
Service Income	10,000	12,000	11,000	15,000	48,000
Grants & Funding	5,000	6,000	4,000	3,000	18,000
Total Revenue	45,000	50,000	50,000	58,000	203,000

EXPENSES

EXPENSE CATEGORY	Q1	Q2	Q3	Q4	TOTAL
Salaries & Wages	18,000	18,000	19,000	19,000	74,000
Rent	3,000	3,000	3,000	3,000	12,000
Utilities	1,000	1,200	1,100	1,300	4,600
Office Supplies	500	600	550	700	2,350
Marketing	2,000	2,500	1,800	2,200	8,500
Professional Fees	1,500	1,700	1,400	1,600	6,200
Travel	800	1,200	1,300	1,500	4,800
Miscellaneous	400	350	300	400	1,450
Total Expenses	27,200	28,550	28,150	29,700	113,600

OPERATING SURPLUS / DEFICIT

	Q1	Q2	Q3	Q4	TOTAL
Net Operating Income	17,800	21,450	21,850	28,300	89,400