

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 |