

# MONTHLY BUDGET PLANNING

Office Operations & Supplies

Month:

Department:

EXPENSE DESCRIPTION	BUDGETED (\$)	ACTUAL (\$)	VARIANCE (\$)
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## Fixed Operations

Rent / Lease

Utilities (Power, Water, Net)

Insurance

## Supplies & Stationery

Paper & Toner

General Office Supplies

Cleaning Supplies

## Personnel & Development

EXPENSE DESCRIPTION	BUDGETED (\$)	ACTUAL (\$)	VARIANCE (\$)
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Payroll / Salaries

Training & Workshops

Travel & Subsistence

**Miscellaneous**

Software Subscriptions

Office Maintenance

Emergency Fund

**TOTAL MONTHLY  
EXPENDITURE**

TOTAL BUDGETED

**\$ 0.00**

TOTAL ACTUAL

**\$ 0.00**

REMAINING BALANCE

**\$ 0.00**

NOTES / DISCREPANCY EXPLANATIONS:

Approved By: \_\_\_\_\_ Date: \_\_\_\_ / \_\_\_\_ / 20 \_\_\_\_