

COFFEE SHOP MONTHLY BUDGET

Period: _____ Location: _____

EXPENSE CATEGORY	PROJECTED (\$)	ACTUAL (\$)
Fixed Costs		
Rent / Lease		
Insurance		
Permits & Licenses		
Variable Costs (COGS)		
Coffee Beans / Espresso		
Milk & Alternatives		
Syrups & Consumables		
Bakery / Food Items		

EXPENSE CATEGORY	PROJECTED (\$)	ACTUAL (\$)
Labor & Operations		
Staff Wages		
Utilities (Water/Elec/Wifi)		
Marketing / Social Media		
Maintenance & Cleaning		
MONTHLY TOTAL		