

# COFFEE BUSINESS BUDGET

Monthly Operating Expense Tracker

Month/Year: \_\_\_\_\_

Location: \_\_\_\_\_

EXPENSE DESCRIPTION	BUDGETED	ACTUAL
<b>COGS (Inventory)</b>		
Coffee Beans (Wholesale)	\$	\$
Milk & Alternatives	\$	\$
Syrups & Sweeteners	\$	\$
Paper Goods (Cups/Lids)	\$	\$
<b>Operations</b>		
Rent / Lease	\$	\$
Utilities (Elec/Water/Wifi)	\$	\$
Marketing & Social	\$	\$
Equipment Maintenance	\$	\$

EXPENSE DESCRIPTION	BUDGETED	ACTUAL
<b>Labor</b>		
Staff Wages	\$	\$
Payroll Taxes	\$	\$
<b>GRAND TOTAL VARIANCE \$ 0.00</b>		

Notes:

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