BUDGET AND FORECAST TEMPLATE

12-month profit budget

Set a target for each month using last year as a guide, then record the actual figures as each month closes. Amounts exclude GST.

	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Total
Income													
Sales / revenue													
Other income													
Cost of sales													
Gross profit													
Overheads													
Staff wages and super													
Rent and occupancy													
Marketing													
Vehicles and travel													
Insurance and software													
Accounting, legal, bank													
Other expenses													
Total overheads													
Net profit													
Owner pay / drawings													
Profit left in business													

Gross profit = revenue + other income - cost of sales. Net profit = gross profit - total overheads. The Excel version does these sums for you and has a sheet for actuals.