# 📑**Budgeting Spreadsheet for Small Businesses**

*A structured financial planning tool to manage income, expenses, and savings for better financial stability.*

## **📌 Why Use a Budgeting Spreadsheet?**

A business budget helps you:

✅ Track revenue & expenses – Understand where your money is going.  
✅ Plan for growth – Allocate funds for expansion and new investments.  
✅ Improve financial control – Avoid overspending and cash shortages.  
✅ Ensure profitability – Set clear financial goals and maintain sustainability.

## **📑 Budgeting Spreadsheet Template**

### 📝 Business Information

* Business Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Industry: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Budget Period (e.g., Monthly, Quarterly, Annually): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Prepared By: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

## **1️⃣ Revenue Section (Income Sources)**

List all sources of income, including product sales, service fees, investments, and grants.

| Income Source | Projected Amount (₦) | Actual Amount (₦) | Variance (₦) |
| --- | --- | --- | --- |
| Product Sales | \_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_ |
| Service Revenue | \_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_ |
| Consulting Fees | \_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_ |
| Grants & Loans | \_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_ |
| Passive Income (e.g., rent, royalties) | \_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_ |
| Other | \_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_ |
| Total Revenue | ₦\_\_\_\_\_\_\_\_ | ₦\_\_\_\_\_\_\_\_ | ₦\_\_\_\_\_\_\_\_ |

✍️ Your Total Projected Revenue: ₦\_\_\_\_\_\_\_\_\_\_\_\_\_

## **2️⃣ Fixed Expenses (Consistent Monthly Costs)**

These are expenses that remain the same every period.

| Expense Category | Budgeted Amount (₦) | Actual Amount (₦) | Variance (₦) |
| --- | --- | --- | --- |
| Rent / Lease | \_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_ |
| Salaries & Wages | \_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_ |
| Loan Repayments | \_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_ |
| Insurance | \_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_ |
| Utilities (Electricity, Water, Internet) | \_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_ |
| Subscriptions & Software | \_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_ |
| Other | \_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_ |
| Total Fixed Expenses | ₦\_\_\_\_\_\_\_\_ | ₦\_\_\_\_\_\_\_\_ | ₦\_\_\_\_\_\_\_\_ |

✍️ Your Total Fixed Expenses: ₦\_\_\_\_\_\_\_\_\_\_\_\_\_

## **3️⃣ Variable Expenses (Fluctuating Costs)**

These expenses change based on business activity levels.

| Expense Category | Budgeted Amount (₦) | Actual Amount (₦) | Variance (₦) |
| --- | --- | --- | --- |
| Marketing & Advertising | \_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_ |
| Raw Materials / Inventory | \_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_ |
| Packaging & Shipping | \_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_ |
| Travel & Transportation | \_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_ |
| Professional Fees (Consultants, Legal) | \_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_ |
| Maintenance & Repairs | \_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_ |
| Miscellaneous | \_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_ |
| Total Variable Expenses | ₦\_\_\_\_\_\_\_\_ | ₦\_\_\_\_\_\_\_\_ | ₦\_\_\_\_\_\_\_\_ |

✍️ Your Total Variable Expenses: ₦\_\_\_\_\_\_\_\_\_\_\_\_\_

## 4️⃣ Profit & Loss Calculation

🔹 Net Profit/Loss = Total Revenue – (Total Fixed Expenses + Total Variable Expenses)

| Category | Amount (₦) |
| --- | --- |
| Total Revenue | \_\_\_\_\_\_\_\_ |
| Total Fixed Expenses | \_\_\_\_\_\_\_\_ |
| Total Variable Expenses | \_\_\_\_\_\_\_\_ |
| Net Profit/Loss | ₦\_\_\_\_\_\_\_\_ |

✔ If Net Profit is positive, your business is making money.  
 ❌ If Net Profit is negative, expenses need to be adjusted to avoid losses.

✍️ Your Net Profit/Loss: ₦\_\_\_\_\_\_\_\_\_\_\_\_\_

## 5️⃣ Budget Allocation for Savings & Investments

If your business is profitable, decide how to allocate extra funds.

| Savings & Investments | Planned Allocation (₦) | Actual Allocation (₦) |
| --- | --- | --- |
| Business Expansion | \_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_ |
| Emergency Fund | \_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_ |
| Marketing Growth | \_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_ |
| Equipment & Tools | \_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_ |
| Debt Repayment | \_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_ |
| Other | \_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_ |
| Total Allocation | ₦\_\_\_\_\_\_\_\_ | ₦\_\_\_\_\_\_\_\_ |

✍️ Your Total Savings & Investment Plan: ₦\_\_\_\_\_\_\_\_\_\_\_\_\_

## **6️⃣ Budget Performance Review & Adjustments**

✅ Review budget performance monthly.  
✅ Compare actual spending vs. budgeted amounts.  
✅ Adjust allocations based on business priorities.

✍️ Notes & Adjustments for Next Period:

## **🔍 Final Thoughts**

Pro Tip:  
 ✔ Keep track of your budget in Google Sheets or an accounting tool for easy updates.  
 ✔ Review your budget at least monthly to stay on top of finances.  
 ✔ Adjust spending based on actual performance to avoid financial pitfalls.