

Business Budget Spreadsheet Project

In accounting, money that comes into the business is organized in a left column. Money that goes out is in a right column. WE ARE NOT USING COLUMN B. **Our business' revenue is in cell C2.** Each expense is in column D, starting with D3.

If you use the correct cells and accurately enter the data, the totals in C14 and D14 will be equal *IF NO MORE MONEY IS BEING SPENT THAN THE BUSINESS IS EARNING*. If the total for Column C is greater than D, we have money to reinvest in for business growth (yeah!).

If the total in D is greater than C, we are spending more than we earn and will need to find ways to save on expenses or increase our revenue. Does this budget let us save some money? Are we spending everything we earn?

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	A	B	C	D	E	F	G	H	I	J
1	January 2027 Budget for YOUR Name					Directions				
2	Revenue		1200			1. Key spreadsheet using cells as shown				
3	Store Rent			500		2. We ARE NOT using column B!				
4	Electric			100		2. Apply BOLD to the title w/YOUR name in Row 1				
5	Phone			250		3. All of the expenses (not income after taxes) go in Column D, starting with D3				
6	WiFi			100		4. Skip ROW 13 so that the totals stand out				
7	Wages Payable			150						
8	Supplies			20						
9	Red Widgets			30						
10	Blue Widgets			20						
11	Green Widgets			20						
12	Orange Widgets			10						
13										
14	Totals		1200	1200						
15										
16	Does Budget Balance? (Income = Expenses)									

Business
People are
Busy People!

