

**BLICK
RESOURCES
FOR
CREATIVES**

Budget & Cashflow Template

Cashflow Template

BASIC	Jan	Feb	Mar	Apr
Opening Bank Balance	£ -	£ -	£ -	£ -
Monthly Income	£ -	£ -	£ -	£ -
Monthly Expenses	£ -	£ -	£ -	£ -
Closing Bank Balance	£ -	£ -	£ -	£ -

Things to consider:

- When will the income from your sales come in?
- Will all your sales be paid within the month?
- When will you have to pay your costs?

Budget Template

<u>ANNUAL BUDGET</u>		Example Month
Income		
Source 1	£	1,000.00
Source 2	£	250.00
Source 3	£	400.00
Total Income	£	1,650.00
Costs		
Cost of Goods Sold	£	75.00
Overheads		
Staff - salaries, pensions, benefits & wages	£	1,000.00
Property rent, service charges & rates	£	-
Utility Costs	£	75.00
Marketing, Advertising, and Promotion	£	25.00
Bank Charges	£	5.00
Travelling Expenses	£	-
Stationary, office and Postage Costs	£	12.00
Professional Fees	£	-
Premises maintenance	£	-
Insurance	£	35.00
Total Overheads	£	1,152.00
Total Costs	£	1,227.00
Profit	£	423.00