

MONTHLY RUNNING COSTS

Financial Goals

Tracking your business expenses is crucial for effective cash flow management. By staying on top of your costs, you can plan for periods when extra cash is needed and aim for higher sales to cover these expenses.

	Estimated	Actual	DIFFERENCE
Rent			
Energy			
Phone			
Marketing			
Insurance			
Transport			
Website			
Software			
Memberships			
Training			
Accountant			
Bank fees			
Stationery			
Repairs/ Equipment			
Wages/drawings			

Use the table above to compare your estimated and actual expenses each month, and note any differences. This will help you identify areas where you can cut costs or need to allocate more funds.