



Simple Budgeting

STEP	PROCEDURE	
1	Set your goal.	
2	List ALL of your expenses by month.	
3	Multiply each category by 12 to determine total spend for the year.	
4	Determine your monthly income.	
5	Multiply it by 12 to determine the total sales for the year.	
6	Compare it to the total expenses by month.	
7	Track it. Analyze and make course corrections.	

NOTE: These steps should be implemented on a minimum of a quarterly basis depending on how large or small your business is. Remember the key to financial organization and ultimately financial success is to **gain and maintain control** over you financial affairs.