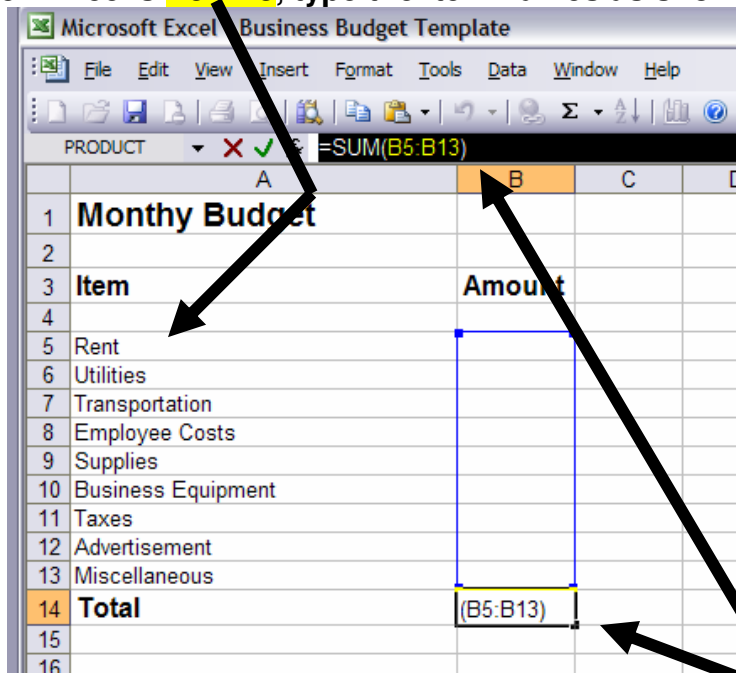


Monthly Budget Instructions

1. Open Microsoft Excel.
2. In Cell **A1**, type the words, "Monthly Budget"
3. In Cell **A3**, type the word, "Item"
4. In Cell **B3**, type the word, "Amount"
5. In cells **A5-A13**, type the item names as shown in the picture below.



6. In cell **A14**, type the word, "Total"
7. In cell **B14**, insert the following formula: **=SUM(B5:B13)**
8. In cells **B5-B13**, you will type in the amount for each expense. The total of your expenses should not be more than \$25,000.00. Here are some guides to help you determine a good amount to spend.
 - a. Rent - At least \$1200.00 per month
 - b. Utilities – At least \$250.00 per month
 - c. Transportation – At least \$450.00 per vehicle per month
 - d. Employee Costs – At least \$3500.00 per employee (don't forget yourself!)
 - e. Supplies – At least \$500.00 per month
 - f. Business Equipment – At least \$500.00 per month
 - g. Taxes – At least \$5000.00 per month
 - h. Advertisement – At least \$500.00 per month
 - i. Miscellaneous – At least \$500.00 per month
9. Make sure your total is not higher than \$25,000.00. Save the file to your "H" drive and name it "Monthly Budget"

(Over for sample budget)

Sample Monthly Budget

