

Budget Template

Outline Budget Plan for Facilities Managers

Comment:
Change names in column A to suit your requirements. Entries on 'Actual' and 'Variance' sheets will change as well

Comment:
Change 'period' to month/quarter in this row, entries on 'Actual' and 'Variance' sheets will change as well

Time	Period 2	Period 3	Period 4	Period 5	Period 6	Period 9	Period 10	Period 11	Period 12
Income									
Capital Budget									
Other									
Subtotal	50,000	0	0	0	0	0	0	0	0

Time	Period 1	Period 2	Period 3	Period 4	Period 5	Period 6	Period 7	Period 8	Period 9	Period 10	Period 11	Period 12
Capital Expenditure												
Buildings												
Equipment												
IT												
Transport												
Other												
Subtotal	0	0	0	0	0	0	0	0	0	0	0	0

Comment:
Put all expenditures in as positive values, not negative. The sheet automatically subtracts the expenditures from the revenues.

Time	Period 1	Period 2	Period 3	Period 4	Period 5	Period 6	Period 7	Period 8	Period 9	Period 10	Period 11	Period 12
Revenue Expenditure												
Variable												
Maintenance Staff	5,000											
Maintenance Materials	2,000											
Safety/Security Staff	2,000											
Safety/Security Materials	500											
Catering Staff	2,500											
Catering Materials	4,000											
Cleaning Staff	31,000											
Cleaning Materials	5,000											
Management Time	400											
Accounts, Contracts, IT	10,000											
Subtotal	62,400	0	0	0	0	0	0	0	0	0	0	0

Time	Period 1	Period 2	Period 3	Period 4	Period 5	Period 6	Period 7	Period 8	Period 9	Period 10	Period 11	Period 12
Revenue Expenditure												
Fixed												
Staff type 1												
Staff type 2												
Staff type 3												
Heating/Gas etc	25000	25000	25000	25000	25000	25000						
Rents	100000	100000	100000	100000	100000	100000						
Rates	12000	12000	12000	12000	12000	12000						
Electricity	5000	5000	5000	5000	5000	5000						
Telephones	10000	10000	10000	10000	10000	10000						
Vehicle Leasing	8000	8000	8000	8000	8000	8000						
IT Leasing	1000	1000	1000	1000	1000	1000						
Insurance	10000	10000	10000	10000	10000	10000						
Other fees or costs	5000	5000	5000	5000	5000	5000						
Subtotal	176,000	176,000	176,000	176,000	176,000	176,000	0	0	0	0	0	0

Monthly cash movement	-188,400	-176,000	-176,000	-176,000	-176,000	-176,000	0	0	0	0	0	0
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Cash Balance at end	-188,400	-364,400	-540,400	-716,400	-892,400	-1,068,400	-1,068,400	-1,068,400	-1,068,400	-1,068,400	-1,068,400	-1,068,400
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