No. 03

Annual Budget Toolkit

Build a 12-month departmental operating budget from a few clear drivers, roll it up, reconcile it, obtain approval, and track actuals with favorable / unfavorable variance every month.

Built for: General managers, controllers and department heads in hotels, restaurants and multi-department businesses.

What is included

File	Format	Use
Annual-Budget-Workbook-Blank.xlsx	Excel	Start here: formatted, formula-ready workbook for your own data.
Annual-Budget-Workbook-Sample.xlsx	Excel	Same model filled with fictional sample data.
Annual-Budget-Toolkit.html	Interactive dashboard	Optional: opens in Chrome, Edge or Safari on a computer or tablet. Runs without internet; data stays in that browser.
annual-budget-toolkit-guide.pdf	PDF	This guide.
LICENSE.txt, START-HERE.txt	Text	License terms and quick start.

Quick start

1. **Start with Excel.** Open **Annual-Budget-Workbook-Blank.xlsx** and enter your own data in the blue cells; every other cell calculates. The **-Sample** workbook shows a filled-in example.
2. **Use Google Sheets?** In Google Drive choose New › File upload, then open the workbook with Google Sheets. Formulas carry over; charts may need restyling.
3. **Optional interactive dashboard:** open **Annual-Budget-Toolkit.html** in Chrome, Edge or Safari on a computer or tablet. It runs offline and opens with fictional sample data — choose **Start blank** when you are ready.
4. The dashboard saves entries only in that browser on that device. Use **Save backup** regularly; **Restore** loads a backup elsewhere.

Operating routine

1. **Set volume assumptions** and record the evidence for each on Drivers & assumptions.
2. **Set drivers** per department: annual revenue, seasonality, COGS %, fixed and variable payroll and other costs.
3. **Review fixed versus variable costs** month by month on the Monthly budget.
4. **Obtain owner approval** once every reconciliation check passes, and log it.
5. **Compare actual results monthly:** enter closed-month actuals and comment on material variances.

Sample — the full product includes the Excel workbook, interactive dashboard and complete guide

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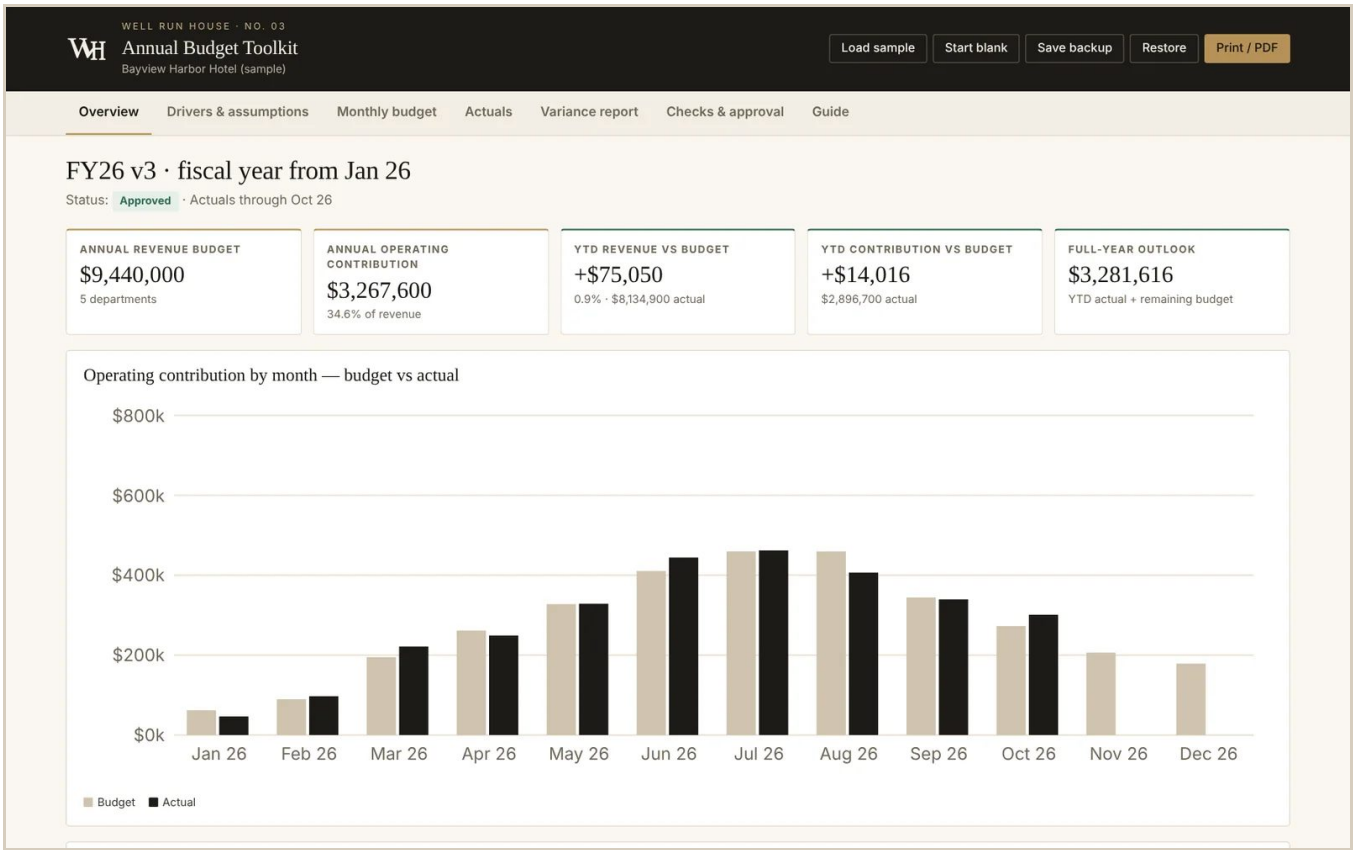
Two screenshots from the product, taken with its fictional sample data.



Interactive dashboard — Budget overview

	A	B	C	D	E	F	G
1	Summary						
2	*Rollup of all departments. Actual columns show only months with actuals entered.*						
3							
4	**Month**	**Revenue budget**	**Revenue actual**	**Contribution budget**	**Contribution actual**	**Variance**	**Variance %**
5	Jan 2026	$495,500	$484,700	$62,060	$46,400	-$15,660	-25.2%
6	Feb 2026	$530,950	$540,600	$89,648	$97,000	+$7,352	+8.2%
7	Mar 2026	$684,300	$717,400	$194,972	$221,600	+$26,628	+13.7%
8	Apr 2026	$778,700	$777,600	$261,428	$249,200	-$12,228	-4.7%
9	May 2026	$873,100	$877,300	$327,884	$328,600	+$716	+0.2%
10	Jun 2026	$979,450	$1,016,800	$410,648	$444,300	+$33,652	+8.2%
11	Jul 2026	$1,015,300	$1,033,400	$459,572	$462,100	+$2,528	+0.6%
12	Aug 2026	$1,015,300	$970,800	$459,572	$406,700	-$52,872	-11.5%
13	Sep 2026	$885,050	$878,700	$344,192	$339,600	-$4,592	-1.3%
14	Oct 2026	$802,200	$837,600	$272,708	$301,200	+$28,492	+10.4%
15	Nov 2026	$707,800		$206,252			
16	Dec 2026	$672,350		$178,664			
17							
18	**Annual revenue budg**	**$9,440,000**					
19	**Annual contribution b**	**$3,267,600**					
20	**YTD contribution bud**	**$2,882,684**					
21	**YTD contribution actu**	**$2,896,700**					
22	**YTD variance**	**+$14,016**					
23	**Full-year outlook**	**$3,281,616**					