

## ASPF Solutions Budget Template Guide

In this compact guide I'm going to explain to you exactly the process of how to use this budget template to subscribe to a growth trajectory within the backend of the business all the while creating a birds eye view of what is going on financially in the business in the most organized and efficient way possible.

- View the first summary page and get a feel for everything living on that page.
  - This part is designed to show you everything that is happening in a birds eye view financially so that you can *conveniently* see if the business is growing steadily, hitting a plateau, or declining.
  - This can be done by monitoring the metrics of what the numbers of the business is showing you at true value, this is a great example of “numbers don't lie”
  - *\*Important note\** *The only values you should change on the spreadsheet on the first summary page is the **Planned** Column that is highlighted to give a contextual number of what you attempt to spend or make in comparison to the **Actual** Column which will be tracked and totaled at the end of the month. Which will be tracked on the **Transactions** page located at the bottom left of the sheet.*
  
- View the second Transactions page located at the bottom left of the sheet
  - This part is designed to be where you physically track all expenses and money that is coming into the business.
  - We do this by logging the *date, amount, short description, and category that has a drop down menu that fits the expense or asset you are tracking.*
  - The category drop down menu includes all the categories that are on the front summary page and are all updated automatically as you track on the transactions page, which is where the convenience truly takes place

Remember, the reason why we use this coming from a business owner's perspective is because when we attempt to budget mentally we all too often default into ways of frugality, which in business only creates more scarcity both mentally as well as tangible dollars. I recommend using this template month over month to ensure clarity as to where your growth trajectory is leaning over time. Always feel free to contact me with any questions or confusions around this personally!

Talk soon,

Anthony Sabatino  
CEO & Founder of ASPF Solutions, LLC  
Email: [anthony@aspsolutions.com](mailto:anthony@aspsolutions.com)