

# Monthly Business Expense Worksheet

<b>Expense</b>	<b>Estimated Monthly Cost</b>	<b>x 12</b>
Rent	\$ _____	\$ _____
Utilities	\$ _____	\$ _____
Telephone	\$ _____	\$ _____
Bank Fees	\$ _____	\$ _____
Supplies	\$ _____	\$ _____
Stationery and Business Cards	\$ _____	\$ _____
Insurance	\$ _____	\$ _____
Networking Club and Professional Society Dues	\$ _____	\$ _____
Education (e.g., seminars, books, professional journals)	\$ _____	\$ _____
Business Car (e.g., lease note, gas, repairs, insurance)	\$ _____	\$ _____
Marketing	\$ _____	\$ _____
Postage	\$ _____	\$ _____
Entertainment	\$ _____	\$ _____
Repair, Cleaning, Maintenance and Laundry	\$ _____	\$ _____
Travel	\$ _____	\$ _____
Business Loan Payments	\$ _____	\$ _____
Licenses and Permits	\$ _____	\$ _____
Salary/Draw*	\$ _____	\$ _____
Staff Salaries/Payroll Expenses	\$ _____	\$ _____
Taxes	\$ _____	\$ _____
Professional Fees	\$ _____	\$ _____
Decorations	\$ _____	\$ _____
Furniture and Fixtures	\$ _____	\$ _____
Equipment	\$ _____	\$ _____
Inventory	\$ _____	\$ _____
Other	\$ _____	\$ _____
TOTAL monthly	\$ _____	
TOTAL YEARLY		\$ _____

Note: equipment, car payments (not lease payments), furniture & fixtures must be depreciated. You will need the date and purchase amount for your CPA to properly depreciate these items.