

# Monthly Business Expense Worksheet

Expense	Estimated Monthly Cost	x 12
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., payments, 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	\$ _____	\$ _____
<b>TOTAL MONTHLY</b>	\$ <b>_____</b>	
<b>TOTAL YEARLY</b>		\$ <b>_____</b>

*\*In most instances it's not wise or appropriate to take draw for the first 6-12 months.*