

Business Expense Worksheet

The following would be a typical budget for your monthly expenses:

Product Cost	Description
Inventory Purchases	Cost to replace inventory that is sold during the month. This can be calculated as a percentage.
Labor Cost	Description
Owner Salary	Compensation for owners.
Employee Wages	Your hourly wage(s) times the number of employees, times the number of hours of month they will be working, plus monthly salaries for employees
Payroll Taxes	Employer's share of employment taxes. For which includes, Social Security and Medicare, Federal unemployment, and state unemployment approximately equaling 10% of wages.
Operation Cost	Description
Rent	Rent or lease payment for business space.
Telephone	Local phone service, long distance, cellular, paging and Internet services.
Supplies	Shop supplies, cleaning supplies or other supplies used in the business. Do not include inventory purchases in this line.
Maintenance	Repairs or upkeep of your building, equipment, or company vehicles.
Ad/Promotion	Costs related to printing materials, advertising, direct mail, trade show exhibits, website, online marketing or other marketing activities.
Office Expense	Offices supplies and postage
Car/Travel	To reimburse employees for work-related travel in their own vehicles, gas for company vehicles, or travel and meal costs for attending trade shows, visiting customers, etc.
Acct & Legal	Fees for accounting or legal services, including tax return preparation.
Utilities	Includes gas, electricity, propane, water, sewer, and garbage collection fees.
Insurance	Can include cost of liability, health, fire, flood and worker's compensation insurance.
Credit Card Fees	Payment processing fees charged to a business who accepts credit cards. This is typically 3% of every credit card sale.
Miscellaneous	Other small expenses including Chamber of Commerce or professional organization dues, licensing fees, or subscriptions to business-related publications. May also include an amount as a cushion for unexpected expenses and one time startup costs.