

Operational Cost

*Please indicate in your presentation what expenses you will use in your business

| Operational Cost | Monthly Cost | Description |
|-------------------------|---------------------|---|
| Owner Salary | | Compensation for owners. |
| Employee Wages | | Proposed 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 which includes Social Security and Medicare, Federal unemployment, and state unemployment. Taxes equal approximately 10% of wages. |
| Rent | | Rent or lease payment for business space. |
| Telephone | | Local phone service, long distance, cellular and Internet services. |
| Supplies | | Shop supplies, cleaning supplies or other supplies used in the business. |
| Maintenance | | Repairs or upkeep of your building or equipment. |
| Ad/Promotion | | Costs of marketing activities such as printed materials, advertising, direct mail, trade show exhibits, website, online marketing, etc. |
| Office Expense | | Offices supplies and postage that will be used up within a year (divided by 12) |
| Car/Travel | | To reimburse employees for work-related travel in their own vehicles, gas and maintenance of 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 | | 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. |
| 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. |