

# BUSINESS OVERHEAD EXPENSE WORKSHEET

Business name: \_\_\_\_\_ Date of completion: \_\_\_\_/\_\_\_\_/\_\_\_\_

ITEM		AMOUNT
<b>Rent/Mortgage expenses</b>	<ul style="list-style-type: none"><li>• Rent</li><li>• Property tax (if allowable)</li><li>• Mortgage interest payment</li></ul>	\$
<b>Utilities</b>	<ul style="list-style-type: none"><li>• Electricity/lights</li><li>• Gas/heat</li><li>• Water</li></ul>	\$
<b>Real estate tax</b>		\$
<b>Professional fees</b>	<ul style="list-style-type: none"><li>• Accountant fees</li><li>• Legal fees</li><li>• Collection agency fees</li></ul>	\$
<b>Insurances</b>	<ul style="list-style-type: none"><li>• Malpractice</li><li>• Property/casualty</li><li>• Liability</li></ul>	\$
<b>Dues</b>	<ul style="list-style-type: none"><li>• Professional societies</li><li>• Professional licenses</li></ul>	\$
<b>Business subscriptions</b>	<ul style="list-style-type: none"><li>• Muzak</li><li>• Professional newsletter and magazine subscriptions</li></ul>	\$
<b>Interest on business loans</b>		\$
<b>Telephone</b>	<ul style="list-style-type: none"><li>• Telephone bill</li><li>• Answering service</li></ul>	\$

ITEM		AMOUNT
<b>Employee expenses</b>	<ul style="list-style-type: none"> <li>• Employee salaries</li> <li>• Payroll taxes</li> <li>• Employee benefits</li> <li>• Employee pension</li> </ul>	\$
<b>Costs of leasing</b>	<ul style="list-style-type: none"> <li>• Equipment</li> <li>• Car rental fees</li> </ul>	\$
<b>Depreciation</b> (use principal payment if greater)	<ul style="list-style-type: none"> <li>• Building</li> <li>• Equipment</li> </ul>	\$
<b>Maintenance services</b>		\$
<b>Other</b>	<ul style="list-style-type: none"> <li>• Advertising</li> <li>• Computer supplies and expenses</li> <li>• Office supplies and expenses</li> <li>• Laundry</li> <li>• Postage</li> <li>• Billing costs</li> </ul>	\$
<b>Subtotal</b>		\$

**Grand total: \$** \_\_\_\_\_

**State at business ownership percent: \$** \_\_\_\_\_

**Professional replacement expense: \$** \_\_\_\_\_