

# Business overhead expense checklist

## Business expense tool

Business name: \_\_\_\_\_

Date of completion: \_\_\_\_/\_\_\_\_/\_\_\_\_

Item	Amount
<b>Rent/Mortgage expenses:</b>	
• Rent • Mortgage interest payment	\$ _____
• Property tax (if allowable)	
<b>Utilities:</b>	
• Electricity/lights • Water	\$ _____
• Gas/heat	
<b>Real estate tax:</b>	\$ _____
<b>Professional fees:</b>	
• Accountant fees • Collection agency fees	\$ _____
• Legal fees	
<b>Insurances:</b>	
• Malpractice • Liability	\$ _____
• Property/casualty	
<b>Dues:</b>	
• Professional societies • Professional licenses	\$ _____
<b>Business subscriptions:</b>	
• Muzak • Prof. newsletter and magazine subscriptions	\$ _____
<b>Subtotal:</b>	\$ _____

Item	Amount
<b>Interest on business loans:</b>	\$ _____
<b>Telephone:</b>	
• Telephone bill • Answering service	\$ _____
<b>Employee expenses:</b>	
• Employee salaries • Employee benefits	\$ _____
• Payroll taxes • Employee pension	
<b>Costs of leasing:</b>	
• Equipment • Car rental fees	\$ _____
<b>Depreciation: (use principal payment if greater)</b>	
• Building • Equipment	\$ _____
<b>Maintenance services:</b>	\$ _____
<b>Other:</b>	
• Advertising • Laundry	
• Computer supplies and expenses • Postage	\$ _____
• Office supplies and expenses • Billing costs	
<b>Subtotal:</b>	\$ _____

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

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

Professional replacement expense: \$ \_\_\_\_\_  
(available when rider is purchased)

