Expense Worksheet

This worksheet is helpful in identifying the projected expenses of your business. Please research and estimate the expenses of your new business to the best of your ability. Attach documentation, estimates or narrative showing how you arrived at your estimation. Estimates can be monthly or annually.

Expenses:	**Monthly**	**Annually**
Wages: Office employees	_____	_____
Wages: Production employees	_____	_____
Outside Services	_____	_____
Supplies	_____	_____
Repairs and Maintenance	_____	_____
Advertising – Promotion	_____	_____
Car, Delivery, and Travel	_____	_____
Accounting and Legal	_____	_____
Rent	_____	_____
Telephone	_____	_____
Utilities	_____	_____
Insurance (liability, hazard, etc.)	_____	_____
Taxes (Real est. etc.)	_____	_____
Other Expense – Specify	_____	_____
Trucking/Shipping	_____	_____
Equipment Rental	_____	_____
Miscellaneous	_____	_____
Total Expenses	_____	_____

Please estimate the amount of income you will need for personal living expenses.

Owner Withdrawals	_____	_____

Cass County Economic Development Corporation

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