



Budgeting For Small Businesses

Checklist of Typical Costs & Revenues

by Tom Fawls

TYPICAL COSTS

- **Employees**
 - Wages / Salaries
 - Benefits
 - Worker's Comp & Payroll Taxes
- **Services**
 - Lawyer
 - Accountant – taxes & periodic filings
- **Dues & Fees**
 - Business license
 - Professional Organizations
- **Banking fees**
 - Account fees
 - Credit Card fees
 - Check printing
 - On-line banking fees
- **Travel**
- **Sales/Marketing**
 - Commissions
 - Marketing Services: market research & planning
 - Advertising: design, development & venue
 - Website: development, hosting & updates
 - Entertainment (clients, etc.)
- **Franchise Fees**
- **Utilities:** Power, Water, Phone, etc.
- **Security System** installation & monitoring
- **Insurance**
 - P & C
 - Liability
 - Errors & Omissions
- **Building / Facilities**
 - Rent / Mortgage principle & interest
 - Maintenance
 - Pre-planned Improvements
- **Office Expenses**
 - Supplies (pens, stationary, paper, ink, etc.)
 - Postage
 - Furniture: purchase, maintenance, replacement
 - Computer system(s)
- **Equipment** (including vehicles)
 - Purchase
 - Maintenance
 - Periodic replacement
- **Product / Production**
 - Design / Development
 - Manufacturing costs
 - molds, tools, etc
 - Parts / raw materials
 - Packaging
 - Warehousing
 - Packing & shipping

TYPICAL REVENUES

- **Sales** of Products & Services
- **Interest** on in-house credit sales
- **Investments**
- **License fees** from users of your Intellectual Property
- **Patent royalties**
- **Rents received**
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