

OPERATING BUDGET WORKSHEET

<u>EXPENSE ITEM:</u>	<u>Monthly Recurring</u>	<u>Monthly Non-Recurring</u>	<u>Annual Total</u>		
<u>AUTOMOBILE:</u>					
Auto Insurance					
Car Wash					
Gasoline					
Auto Payment					
Auto - Misc. Exp.					
Auto Repairs					
Parking/Tolls					
<u>ADV/MARKETING:</u>					
Magazine Ads					
Classified Ads					
Client Event					
Client Gifts					
Delivery Services					
JL/JS Cards					
Marketing - Other					
Newsletter - Client					
Newsletter - Farm					
Accounting					
Business Insurance					
Business Taxes					
Cell Phones					
Computer Leases					
Dues & Subscriptions					
Education					
Entertainment					
Interest					
Legal					
Management Fees					
Miscellaneous Exp.					
Office Equipment					
Office Supplies					
Payroll					
Postage					
Repairs					
Rent (Office)					
Tech Support					
Office Phones					
Travel					
Utilities (Office)					
Web Page					
TOTALS					