



EXPENSE ANALYSIS

BUSINESS EXPENSES

ADVERTISING

- ☐ Radio
- ☐ Television
- ☐ Newspapers
- ☐ Magazines
- ☐ Yellow Pages
- ☐ Letter Box Drops
- ☐ Direct Mail
- ☐ Outdoor Advertising (Billboards)
- ☐ Video Productions
- ☐ Business Surveys
- ☐ Promotional Products
- ☐ Signs/Signwriting
- ☐ Displays/Exhibitions
- ☐ Public Relations
- ☐ Marketing Consultants

YEARLY / MTHLY EXPENSES

PRINTING

- ☐ Typesetting
- ☐ Business Cards, Letterheads
- ☐ Order Books, Contract Forms
- ☐ Labels
- ☐ Brochures
- ☐ Screenprinting

ADMINISTRATION

- ☐ Stationery
- ☐ Office Equipment
- ☐ Equipment Rental
- ☐ Office Furniture
- ☐ Equipment Maintenance
- ☐ Courier Service
- ☐ Bookkeeping
- ☐ Computer Training
- ☐ Accountancy
- ☐ Solicitor
- ☐ Debt Collectors
- ☐ Secretarial Service
- ☐ Answering Service
- ☐ Insurances
- ☐ Water Coolers
- ☐ Coffee, Tea, Biscuits
- ☐ Sales and Management Training
- ☐ Employee Benefits
- ☐ Hire Vehicles
- ☐ Hotel/Motels
- ☐ Airlines
- ☐ Plant Hire
- ☐ Florist
- ☐ Dry Cleaning
- ☐ Photography
- ☐ Gifts

VEHICLE MAINTENANCE

- ☐ Tune-ups, Services
- ☐ Brakes, Shocks
- ☐ Tyres, Batteries
- ☐ Exhaust Repairs, Windcreens
- ☐ Panel Beating, Spray Painting
- ☐ Transmission Repair, Auto Electrical
- ☐ Upholstery, Detailing
- ☐ Accessories
- ☐ Fuel

YEARLY / MTHLY EXPENSES

TRANSPORT/DISTRIBUTION

- ☐ Removalist, Warehousing
- ☐ General Truck Freight
- ☐ Air Cargo
- ☐ Container
- ☐ Sea
- ☐ Packaging

GENERAL MAINTENANCE CONTRACTORS

- ☐ Cleaning Contractors
- ☐ Cleaning Supplies
- ☐ Window Cleaning
- ☐ Carpet Cleaning
- ☐ Landscaping
- ☐ Lawn Mowing
- ☐ Rubbish Removals
- ☐ Security Patrol
- ☐ Alarm Systems
- ☐ Electrical
- ☐ Plumbing
- ☐ Carpentry, Cabinet Building
- ☐ Air Conditioning, Heating
- ☐ Refrigeration Service & Equipment
- ☐ Painting, Decorating, Shop Fitting
- ☐ Engineering, Architect
- ☐ Light Bulbs, Fixtures
- ☐ Flooring, Tiles, Carpet
- ☐ Equipment Hire
- ☐ Tools, Hardware
- ☐ Extermination, Pest Control
- ☐ Building construction, Remodelling

OTHER

- ☐ Telephone
- ☐ Electricity
- ☐ Rent
- ☐ Water
- ☐ Leasing
- ☐ Bank Interest

TOTAL BUSINESS EXPENSES:

PERSONAL EXPENSES

HOME

- ☐ Renovations, Building
- ☐ Handyman, Electrician
- ☐ Plumber, Painter
- ☐ Plants, Shrubs, Fertilizer
- ☐ Florist
- ☐ Top Soil, Landscaping Supplies
- ☐ Lawn Mowing, Gardening
- ☐ Appliance Repairs
- ☐ Hardware, Lumber, Tools
- ☐ Carpet Cleaning
- ☐ Extermination, Pest Control
- ☐ Furniture
- ☐ Swimming Pool Service, Supplies
- ☐ TV, Video Repair
- ☐ Musical Instruments
- ☐ Records, Tapes
- ☐ Financial Services
- ☐ Pet Supplies
- ☐ Sports Equipment

PERSONAL

- ☐ Clothes, Men, Women, Children
- ☐ Hair Styling

- ☐ Pharmacy, Cosmetics
- ☐ Beauty Treatments
- ☐ Dry Cleaning, Laundry
- ☐ Child Care
- ☐ Groceries
- ☐ Restaurants, Take Aways
- ☐ Holidays
- ☐ Gifts, Presents, Toys

MEDICAL

- ☐ Dentist
- ☐ Doctor
- ☐ Chiropractor
- ☐ Optician

ENTERTAINMENT

- ☐ Sporting Events
- ☐ Movies, Videos
- ☐ Clubs
- ☐ Gyms
- ☐ Nightclubs, Pubs

TOTAL PERSONAL EXPENSES

TOTAL YEARLY

TOTAL MONTHLY EXPENSES