

OPERATING EXPENSE FORECAST

For year beginning: _____

Date: _____

Submitted by: _____

Approved by: _____

PERSONAL EXPENSES (Salaries, wages, bonuses)

EXPENSE:	ACTUAL THIS YEAR	ESTIMATE COMING YEAR	PLUS/ MINUS
Office: _____	_____	_____	_____
Store: _____	_____	_____	_____
Outside sales: _____	_____	_____	_____
All other: _____	_____	_____	_____
TOTAL:			

OPERATING EXPENSES

EXPENSE:	ACTUAL THIS YEAR	ESTIMATE COMING YEAR	PLUS/ MINUS
Advertising: _____	_____	_____	_____
Bad debts: _____	_____	_____	_____
Depreciation: _____	_____	_____	_____
Donations: _____	_____	_____	_____
Dues and subscriptions: _____	_____	_____	_____
Employee benefits: _____	_____	_____	_____
Freight: _____	_____	_____	_____
Insurance: _____	_____	_____	_____
Interest: _____	_____	_____	_____
Legal and Accounting: _____	_____	_____	_____
Maintenance and repairs: _____	_____	_____	_____
Office supplies: _____	_____	_____	_____
Postage: _____	_____	_____	_____
Rent or mortgage: _____	_____	_____	_____
Sales expenses: _____	_____	_____	_____
Shipping and storage: _____	_____	_____	_____
Taxes: _____	_____	_____	_____
Telephone: _____	_____	_____	_____
Utilities: _____	_____	_____	_____
Other: _____	_____	_____	_____
Misc. _____	_____	_____	_____
	_____	_____	_____
TOTAL:			
TOTAL FOR YEAR:			