



## Budgeting: Year One Worksheet

Sample Year One Budget—Annual Expenses (12 months)	Example	Year 1	Ongoing
Salaries and Benefits (Year 1 – assume no additional employees and that your own salary will be taken from profits. In later years, you can add in.)	00.		
Freelancer/independent contractor payments	5,000.		
Rent/ Lease (example: work from home incurs no extra for rent or mortgage)	00.		
Communications (phone, cell phone, internet, fax, )	2,400.		
Specialized software (examples: client management, encrypted email, invoicing, video delivery—subscriptions x12)	2,400.		
Utilities (electric, gas, water) (example: work from home will increase utilities slightly – this budget is for that slight increase.)	800.		
Auto expenses (gas, oil, maintenance) example assumes this is additional expense for business use for an auto you already own plus extra for insurance	1,000.		
Office supplies and postage	300.		
Banking and credit card fees	200.		
Professional expenses, including legal, accounting	1,500.		
Liability Insurance (does not include BOP)	??.		
Licensing	00.		
Maintenance and Repairs	400.		
Dues /Subscriptions (memberships, magazines, others)	500.		
Miscellaneous and/or Petty Cash	500.		
Loans – equity plus interest as you pay back funders (example uses \$500/month)	6,000.		
(other)			
(other)			
<b>Subtotal – Year One Budget</b>	<b>21,000</b>		