

## BUSINESS PLANNING WORKSHEET

	<u>Year to Date</u>	<u>Projected End of Year</u>	<u>Projected Total Year</u>
<b><u>INCOME:</u></b>			
Gross receipts or sales	_____	_____	_____
Cost of sales (see below)	( _____ )	( _____ )	( _____ )
Gross profit	_____	_____	_____
Other income	_____	_____	_____
Gross income	_____	_____	_____
<b><u>EXPENSES:</u></b>			
Advertising	_____	_____	_____
Bad debts	_____	_____	_____
Car and truck expenses	_____	_____	_____
Commissions and fees	_____	_____	_____
Depreciation (estimate using last year or call for an update)	_____	_____	_____
Employee benefit programs	_____	_____	_____
Insurance	_____	_____	_____
Interest	_____	_____	_____
Legal and professional services	_____	_____	_____
Office expense	_____	_____	_____
Pension and profit sharing plans	_____	_____	_____
Rent or lease expense	_____	_____	_____
Repairs and maintenance	_____	_____	_____
Supplies	_____	_____	_____
Taxes and licenses	_____	_____	_____
Travel	_____	_____	_____
Meals and entertainment (only 50% deductible)	_____	_____	_____
Utilities	_____	_____	_____
Wages	_____	_____	_____
Other expenses	_____	_____	_____
Total expenses	_____	_____	_____
Net business income projected for the year			_____
<b><u>COST OF SALES:</u></b>			
Inventory at beginning of year	_____	_____	_____
Purchases	_____	_____	_____
Cost of labor	_____	_____	_____
Materials and supplies	_____	_____	_____
Other costs	_____	_____	_____
Subtotal	_____	_____	_____
Inventory at end of year			_____
Total cost of sales			_____