

Finances: Sample Budget 1: Yearly Budget

	YEARLY	MONTHLY
INCOME (all actual billings)	\$205,000	
Consulting Fees (what you pay yourself)	\$125,000	
Interest Income	\$ 0	
TOTAL (what the company costs)	\$ 80,000	\$6,667
FIXED EXPENSES		
Administration and Management	\$ 0	
Fees, Licenses & Taxes	\$ 3,000	
Insurance	\$ 1,500	
Rent & Occupancy	\$ 20,000	
Salaries, Wages & Benefits	\$ 20,000	
SUBTOTAL	\$44,500	\$3,708
DISCRETIONARY EXPENSES		
Accounting Fees	\$ 2,000	
Advertising & Promotion	\$ 5,000	
Bank Charges	\$ 1,750	
Business Meals & Entertainment	\$ 1,000	
Casual Labor	\$ 4,000	
Coffee Supplies & Expenses	\$ 1,500	
Computer Expenses	\$ 2,000	
Delivery & Postage	\$ 1,200	
Expressive Arts Supplies	\$ 250	
Furniture/Equipment	\$ 200	
Gifts	\$ 200	
Interest (Shareholder Loans)	\$ 0	
Legal Fees	\$ 1,000	
Library	\$ 200	
Meeting Expenses	\$ 150	
Office Supplies	\$ 2,500	
Personnel	\$ 0	
Printing & Duplicating	\$ 3,000	
Professional Development	\$ 400	
Repairs & Maintenance	\$ 1,000	
Subscriptions	\$ 200	
Telephone & Fax	\$ 7,000	
SUBTOTAL	\$34,550	\$2879
EXPENSES DISBURSEMENTS		
Testing Supplies/Inventory	\$ 10,000	
Testing Expenses Recovered	\$ 9,500	
Travel Expenses	\$ 2,500	
Travel Expenses Recovered	\$ 2,500	
SUBTOTAL	\$ 500	
TOTAL EXPENSES	\$79,550	\$6629
BALANCE	\$ 450	\$ 38

Finances: Sample Budget 2: Start-Up Budget

EXPENSES

Movers	\$ 500
Change of Address	\$ 500
Bank	\$ 300
Meals	\$ 50
Stationary	\$ 1,200
Brochures	\$ 1,000
Fax	\$ 2,500
Play Room Supplies	\$ 500
Furniture	\$ 6,000
Copier	\$ 0 (lease)
Software	\$ 3,000
Legal Fees	\$ 1,500
Library	\$ 400
Accounting	\$ 1,500
Office Supplies	\$ 800
Coffee Supplies	\$ 400
Telephones	\$ 2,000
Subscriptions	\$ 100
Business Entertainment	\$ 1,000

SUBTOTAL **\$23,250**

Testing Supplies \$8,000

TOTAL EXPENSES **\$31,250**

Calculating Your Overhead

- ◆ Items which are paid on a yearly basis can be listed in the first column, then divide by 12 to give a monthly cost.
- ◆ Some capital items are not paid for on a yearly basis, but do require eventual replacement. While different lengths of time exist for replacement (for example a file cabinet may last 20 or more years while a computer may need replacement in 3 or 4 years) the average length of 10 years was arbitrarily chosen for this calculation.
- ◆ Costs of education and lost income during university/training are not included.
- ◆ Pro-bono work (counselling, public presentations, media interviews, etc.) is also not included.

Monthly and Yearly Expenses	Yearly	Monthly
Rent and maintenance of office		
Salary, wages and benefits: Clerical and other staff		
Advertising and promotion (including yellow pages)		
Stationary (business cards, letterhead, printed forms, etc.)		
Insurance: Office contents and general liability		
Insurance: Professional liability		
Insurance: Disability		
Insurance: Business vehicle		
Insurance: Health care		
Personal retirement program (e.g., RRSP)		
Business fees, licenses and taxes		
Accounting fees / book-keeper		
Legal fees		
Bank charges		
Delivery and postage		
Office supplies (paper, file folders, pens, etc.)		
Printing and duplicating		
Coffee supplies and expenses		
Leased office machines (phone, fax, copier, computer, etc)		
Telephone (local and long distance, E-mail)		
Business meals & meeting expenses		
Professional resources		
Waiting room subscriptions		
Professional development		
Professional memberships (e.g., CAP, PAA, CPA)		
Computer updates and software		
Specialized materials (testing, expressive arts, etc.)		
Parking		
Travel		

Repairs and maintenance		
Storage facilities		

<i>Capital Costs</i>			
	Total Cost	Yearly Cost (Total ÷ 10)	Monthly Cost
Office Furniture, decorations			
Major office renovations (if not with lease)			
Computer			
Telephone system (if owned)			
Fax machine (if owned)			
Other office machines			
Business vehicle			
Test kits			
Other supplies (e.g. expressive arts)			
TOTAL MONTHLY OVERHEAD			\$