

# BUSINESS BUDGET CHECKLIST

- |   |   |
|---|---|
| <input type="checkbox"/> Accounting expenses            | <input type="checkbox"/> Office Supplies                  |
| <input type="checkbox"/> Marketing expenses             | <input type="checkbox"/> Printing Fees                    |
| <input type="checkbox"/> Bank service charges           | <input type="checkbox"/> Professional Fees                |
| <input type="checkbox"/> Credit Card fees               | <input type="checkbox"/> Subscriptions (monthly & yearly) |
| <input type="checkbox"/> Delivery charges               | <input type="checkbox"/> Continuing Education             |
| <input type="checkbox"/> Team members pay               | <input type="checkbox"/> Phone Service                    |
| <input type="checkbox"/> Equipment Maintenance          | <input type="checkbox"/> Vehicle Expenses                 |
| <input type="checkbox"/> Debt Repayment                 | <input type="checkbox"/> Business Meals                   |
| <input type="checkbox"/> Inventory Purchases (supplies) | <input type="checkbox"/> Travel Expenses                  |
| <input type="checkbox"/> Legal Expenses                 | <input type="checkbox"/>                                  |
| <input type="checkbox"/> Licenses/Permits               | <input type="checkbox"/>                                  |
| <input type="checkbox"/> Loan Payments                  | <input type="checkbox"/>                                  |

Please note:

**This is a list of suggestions;** not all of them will be used and there could be some things you would need to include that aren't on the list (that is why there are some blank spaces). This list is to help provide the tools to have a better budgeting plan.

