

**A B C of business expenses**

**Start-up costs**

- Working capital \_\_\_\_\_
- Office equipment and furniture \_\_\_\_\_
- Stationery supplies \_\_\_\_\_
- Licences \_\_\_\_\_
- Insurances \_\_\_\_\_
- Telephone, fax machine, computer \_\_\_\_\_
- Professional fees, connection fees, bonds \_\_\_\_\_
- Motor vehicle \_\_\_\_\_
- Initial stock (if required) \_\_\_\_\_
- Initial promotions and public relation activities \_\_\_\_\_

- A Premises**
- B Administration**
- C Trading**

**Operating Costs**

- A Premises**
  - Percentage of mortgage/ rates, water, and land taxes \_\_\_\_\_
  - Registration of premises \_\_\_\_\_
  - Security \_\_\_\_\_
  - Fire fighting equipment \_\_\_\_\_
  - Insurances – public liability \_\_\_\_\_
  - Cleaning \_\_\_\_\_
  - Gardens \_\_\_\_\_
  - Car parking \_\_\_\_\_
  - Repairs and maintenance \_\_\_\_\_
  - Gas and electricity \_\_\_\_\_
  
- B Administration**
  - Telephone, email, mobile phone, fax, postage, couriers \_\_\_\_\_
  - Stationery, printing, office supplies \_\_\_\_\_
  - Computer operating expenses (software, repairs, insurance) \_\_\_\_\_
  - Accountant, solicitor, legal fees \_\_\_\_\_
  - Commissions, consultants fees \_\_\_\_\_
  - Wages (casual, part-time, out-sourcing) \_\_\_\_\_
  - Sub-contracting \_\_\_\_\_
  - Training \_\_\_\_\_

- Superannuation contribution \_\_\_\_\_
- Income insurance \_\_\_\_\_
- Professional indemnity \_\_\_\_\_
- Amenities (Xmas party) \_\_\_\_\_
- GST, PAYG \_\_\_\_\_

**C Trading**

- Interest charges (bank, hire purchase, discounts, factoring) \_\_\_\_\_
- Maintenance (vehicles, equipment, machinery) \_\_\_\_\_
- Motor vehicle (registration, insurance, licences, running costs) \_\_\_\_\_
- Traveling expenses, and networking \_\_\_\_\_
- Subscriptions (Chamber of Commerce, Trade Assoc.) \_\_\_\_\_
- Donations \_\_\_\_\_
- Leasing \_\_\_\_\_
- Power charges (electricity, gas) \_\_\_\_\_
- Advertising and promotions \_\_\_\_\_
- Market research \_\_\_\_\_
- Distribution of samples \_\_\_\_\_
- Packaging materials \_\_\_\_\_
- Freight and delivery (returns) \_\_\_\_\_
- Rubbish removal and disposal \_\_\_\_\_
- Loss of goods through theft \_\_\_\_\_

Use this guide to prepare your business budget. Expenses need to be divided into fixed costs and variable costs so that you can calculate what it costs to 'open the doors' for business, even if you don't sell anything. This is known as the break-even point.

(Fixed costs (eg insurance) do not vary with the level of activity (sales); while variable costs (delivery costs) vary according to activity).