



BUSINESS BUDGET ITEMS TO CONSIDER

NON-TAX DEDUCTIBLES FOR BIZ:

- 1) Tithe / Giving
 - a. Tithe to Church
 - b. Planned Giving

- 2) Reserves
 - a. Business Reserves

- 3) Taxes
 - a. IRS Estimated Tax Payments (*paid quarterly*)
 - b. State Estimated Tax Payments (*paid quarterly*)

- 4) Other
 - a. Spendable Income Draw (*owner draw*)

SCHEDULE C EXPENSES:

- 1) Advertising/Marketing
 - a. Newsletters
 - b. Online/Print Ads
 - c. Miscellaneous

- 2) Car & Truck Expenses
 - a. Parking Fees & Tolls
 - b. Personal Property Tax

- 3) Contract Labor (*independent contractors*)
 - a. Contractor #1

- 4) Insurance
 - a. Business Liability
 - b. Worker's Comp (*for employees*)

- 5) Legal & Professional Services
 - a. Accounting (*including tax preparation*)
 - b. Legal

- 6) Office
 - a. Postage/Deliveries

(Continued On Page 2)



(continued from page 1)

- 7) Rent or Lease
 - a. Office Space/Warehouse Rental
 - b. Machinery/Equipment Rental

- 8) Repairs & Maintenance
 - a. Computer/Equipment Repairs
 - b. Locksmith

- 9) Supplies
 - a. Office Supplies
 - b. Software
 - c. Materials
 - d. Equipment (*short-term, non-depreciated items*)

- 10) Taxes & Licenses
 - a. Industry Licensure (*renewals, etc.*)
 - b. FICA (*on employees' wages*)
 - c. State Unemployment Insurance (*EDD*)

- 11) Travel
 - a. Hotels/Lodging
 - b. Airfare
 - c. Car Rental/Taxi/Bus/Train

- 12) Meals & Entertainment
 - a. Meals
 - b. Entertainment

- 13) Utilities
 - a. Office Phone
 - b. Cell Phone (*often part personal, part business*)
 - c. Internet Service Provider
 - d. Other Utilities (*office related*)

- 14) Wages (*employee pay*)
 - a. Employee #1

(Continued On Page 3)



(continued from page 2)

OTHER EXPENSES (SCHEDULE C PAGE 2):

- 1) Subscriptions/Dues/Memberships
 - a. Email Marketing
 - b. Remote Web Access
 - c. Industry Publications

- 2) Client Gifts
 - a. Clients
 - b. Associates

- 3) Education
 - a. Continuing Education

- 4) Website Costs
 - a. Website Host/Templates
 - b. Domain Registration

- 5) Payroll Fees
 - a. Payroll Company

- 6) Home Office (*direct expenses*)
 - a. Repairs/Maintenance