

Overhead Worksheet: Use Monthly, Weekly, or Annual Figures

Expense		Amount	
Accountant		Professional Services	
Advertising		Rent	
Alarm Service		Subscriptions	
Books		Supplies	
Clerical Service		Taxes	
Computer Upgrades		Tools	
Dues		Trash	
Employee Benefits		Travel	
Equipment Rental		Uniforms	
Fees		Utilities	
Insurance		Electric	
Janitorial		Phone	
Legal Services		Water	
Lease Payments		Sewer	
Licenses		Vehicle Expenses	
Loan Payments		Vehicle Payments	
Maintenance		Workshops	
Office Supplies			
Payroll			
Postage			
Printing			
			TOTAL
			If figures are monthly, multiply by 12
			- OR - If figures are weekly, multiply by 52

