| | Month 1 | Month 2 | Month 3 | Month 4 | Month 5 | Month 6 | Month 7 | Month 8 | Month 9 | Month 10 | Month 11 | Month 12 | Total |
|--|---------|---------|---------|---------|---------|---------|---------|---------|---------|----------|----------|----------|-------|
| 7. GENERAL & ADMINISTRATIVE EXPENSES | | | | | | | | | | | | | |
| (a) Wages - Full-Time Employees | | | | | | | | | | | | | |
| (b) Wages - Part-Time Employees | | | | | | | | | | | | | |
| (c) Wages - Owners | | | | | | | | | | | | | |
| (e) Outside Services (e.g. Subcontracting) | | | | | | | | | | | | | |
| (f) Office Supplies Expense | | | | | | | | | | | | | |
| (g) Repairs & Maintenance Expense | | | | | | | | | | | | | |
| (h) Advertising Expense | | | | | | | | | | | | | |
| (i) Bad Debt Expense | | | | | | | | | | | | | |
| (j) Vehicle, Fuel & Delivery Expense | | | | | | | | | | | | | |
| (k) Trash Expense (Custodial and Janitorial) | | | | | | | | | | | | | |
| (l) Accounting & Legal Expense | | | | | | | | | | | | | |
| (m) Rent Expense | | | | | | | | | | | | | |
| (n) Telephone Expense | | | | | | | | | | | | | |
| (o) Utilities - Electric | | | | | | | | | | | | | |
| (p) Utilities - Gas | | | | | | | | | | | | | |
| (q) Utilities - Water | | | | | | | | | | | | | |
| (r) Insurance Expense | | | | | | | | | | | | | |
| a) Medical | | | | | | | | | | | | | |
| b) Property | | | | | | | | | | | | | |
| c) Commercial Liability | | | | | | | | | | | | | |
| d) Professional Liability | | | | | | | | | | | | | |
| e) Key Person | | | | | | | | | | | | | |
| f) Vehicle(s) | | | | | | | | | | | | | |
| g) Life Insurance | | | | | | | | | | | | | |
| h) Personal Rider / Disability | | | | | | | | | | | | | |
| i) Workers Comp | | | | | | | | | | | | | |
| j) Errors & Ommissions | | | | | | | | | | | | | |
| (s) Taxes (i.e. Real Estate, Personal Prop.) | | | | | | | | | | | | | |
| (t) Dues & Subscriptions | | | | | | | | | | | | | |
| (u) Travel Exp - Air/Vehicle | | | | | | | | | | | | | |
| (v) Travel Exp - Motel | | | | | | | | | | | | | |
| (w) Travel Exp - Meals | | | | | | | | | | | | | |
| (x) Shipping / Freight | | | | | | | | | | | | | |
| (y) Storage / Warehousing | | | | | | | | | | | | | |
| (z) Small Equipment | | | | | | | | | | | | | |
| (aa) Selling Supplies (sacks, boxes) Expense | | | | | | | | | | | | | |

| (bb) Charitable Gifts Expense | | | | | | | |
|--|--|--|--|--|--|--|--|
| (cc) Shop Supplies / Consumed Supplies Exp. | | | | | | | |
| (dd) License/Permit Fees | | | | | | | |
| (ee) Franchise Fee | | | | | | | |
| (ff) Bank Fees | | | | | | | |
| (gg) Credit Card Fees | | | | | | | |
| (hh) Signage | | | | | | | |
| (ii) Business Cards | | | | | | | |
| (jj) Laundry & Clothing Cleaning & Repair Exp. | | | | | | | |
| (kk) Printing Expense | | | | | | | |
| (ll) Computer Related Expense | | | | | | | |
| (mm) Franchise Earnest Deposit | | | | | | | |
| (nn) Interest - Loan 1 | | | | | | | |
| (oo) Interest - Loan 2 | | | | | | | |
| (pp) Interest - Loan 3 | | | | | | | |
| (qq) Interest - Loan 4 | | | | | | | |
| (rr) Interest - Line of Credit (hand calculated) | | | | | | | |
| (ss) Loan Origination/Application/Closing Fees | | | | | | | |
| (tt) Other One Time Expenses | | | | | | | |
| 1) Nonrecurring Expenses Subcategory 1 | | | | | | | |
| 2) Nonrecurring Expenses Subcategory 2 | | | | | | | |
| (uu) Miscellaneous Expenses (Non Deductible) | | | | | | | |
| (ah) Loan Principal Payment - Loan 1 | | | | | | | |
| (ai) Loan Principal Payment - Loan 2 | | | | | | | |
| (aj) Loan Principal Payment - Loan 3 | | | | | | | |
| (ak) Loan Principal Payment - Loan 4 | | | | | | | |
| (al) Loan Principal Payment - Line of Credit | | | | | | | |
| (am) Owners' Draw - Living Expenses | | | | | | | |
| (an) Owners' Draw - Life Insurance | | | | | | | |
| (ao) Owners' Draw - Taxes | | | | | | | |
| (ap) Capital Expenditures - Real Estate | | | | | | | |
| (aq) Capital Expenditures - Renovations | | | | | | | |
| (ar) Capital Expenditures -Equipment | | | | | | | |
| (as) Capital Expenditures - Fixtures & Furniture | | | | | | | |
| 8. TOTAL CASH PAID OUT | | | | | | | |