

Expense Worksheet

Complete this spreadsheet with the most complete and accurate information associated with the expenses of your program.

For example, is your "Rent" paid monthly, weekly, or quarterly. Fill in the date you pay each expense. If you are not sure where the expense should go, please add it to the extra cells at the bottom. This will help us create the accurate Cash Flow Projection to best serve your business.

You can either print this worksheet out and hand write the information or enter it right into the form. To enter the information in the form, click the cell next to "Rent" and start typing the information in. Next, hit the "Tab" key and continue to input the data. When you save the sheet use "Save As" so you can keep the original sheet intact.

Other Expenses	How Often	Date	Total