

Expense Planning Sheet



Operating Expense Categories		Subcategories	SubSubcategories	Estimated Expenses (monthly)	Estimated Expenses (yearly)
Payroll					
Equity Owner Base Draw					
Income Partners- Base Comp and Bonus Cost					
Associate Comp & Bonus Plans					
Contract Lawyer Cost					
Other Timekeeper Costs					
Secretarial Costs					
Administrative Personnel Costs					
Payroll Related Costs					
Payroll Tax Cost					
401K Cost					
Disability Insurance					
Health Insurance					
Workman's Comp and other misc benefit cost					
Employee Parking					
Facilities Cost					
Rent					
Repairs & Maintenance					
Storage					
Office Furniture					
Property Taxes					
CGL & Premises Liability Insurance					
Practice Support Tools & Technology					
Phone & Internet					
	Time/ Billing & Accounting				
	Document Management				
	Practice Management				
	Marketing Automation				
		Office Apps			
		Document Editor			
		E-mail & Calendaring			
Software Licensing and SAAS Fees	Productivity				
	Infrastructure Maintenance				
	Web Development & Hosting				

IT Support Service	Consulting		
Multifunction Devices (printers, copiers., scanners)			
Database Services			
IT Infrastructure Costs			
IT Desktop Appliances			
Mobility Costs (PDA's, Tablets, Chromebooks, Etc.)			
Cyber Insurance			
Practice Development			
Meals & Entertainment			
Marketing Related Travel			
Conference & Event Fees			
Speeches & Seminars			
Inbound Marketing			
Professional Support			
Staffing Costs			
Other			
CLE			
Human Capital Development			
General & Administrative			
Travel- Firm Related			
Parking- Firm Related			
Professional Fees			
Kitchen Supplies & Meals			
Client Cost Write Offs			
Office Supplies			
Bank Charges			
Charitable Contributions			
Insurance- Malpractice			
Interest Expense			
Miscellaneous			
Total			