

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		
Software Licensing and SAAS Fees	Productivity	E-mail & Calendaring		
	Infrastructure Maintenance			
	Web Development & Hosting			

Database Services IT Infrastructure Costs IT Infrastructure Costs IT Desktop Appliances Mobility Costs (PDA's, Tablets, Chromebooks, Etc.) Cyber Insurance Practice Development Meak & Entertainment Marketing Related Travel Conference & Event Fees Specicles & Seminars Inbound Marketing Professional Support Staffing Costs Under CLE Human Capital Development General & Administrative Travel- Firm Related Travel- Firm Related Professional Fees Kitchen Supplies & Meals Client Cost Write Offs Office Supplies Bank Charges Charitable Contributions Insurance- Malpractice Insurance- Ins	IT Support Service	Consulting	
IT Infrastructure Costs IT Desktop Appliances IT Desktop Appliances IT Desktop Appliances IT Desktop Appliances Cyber Insurance Cyber Insuranc	Multifunction Devices (printers, copiers., scanners)		
IT Desktop Appliances Mobility Costs (PDA's, Tablets, Chromebooks, Etc.) Cyber Insurance Practice Development Meaks & Entertainment Marketing Related Travel Conference & Event Eees Speeches & Seminars Inbound Marketing Professional Support Staffing Costs Other CLE Human Capital Development General & Administrative Travel-Firm Related Parking-Firm Related Parking-Firm Related Professional Fees Kitchen Supplies & Meals Client Cost Write Offs Office Supplies Bank Charges Charitable Contributions Insurance-Malpractice Insuranc	Database Services		
Mobility Costs (PDA's, Tablets, Chromebooks, Etc.) Cyber Insurance Practice Development Marketing Related Travel Conference & Event Fees Speeches & Seminars Inbound Marketing Professional Support Staffing Costs Cotter CUE Human Capital Development General & Administrative Travel- Firm Related Professional Fees Kitchen Supplies & Meals Client Cost Write Offs Office Supplies Bank Charges Charitable Contributions Insurance- Malpractice Interest Expense Miscellaneous Miscellaneous Marketing Professione September 1 September 2 September 2 September 3 Se	IT Infrastructure Costs		
Cyber Insurance Practice Development Meals & Entertainment 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 Professional Fees Kitchen Supplies & Meals Client Cost Write Offs Office Supplies Bank Charges Charitable Contributions Insurance- Malpractice Interest Expense Miscellaneous Miscellaneous	IT Desktop Appliances		
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 Insurance- Malpractic	Mobility Costs (PDA's, Tablets, Chromebooks, Etc.)		
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 Parking- Firm Related Staffing Staffi	Cyber Insurance		
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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	Speeches & Seminars		
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 Miscellaneous	Inbound Marketing		
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	Professional Support		
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Parking- Firm Related Professional Fees Ritchen Supplies & Meals Client Cost Write Offs Office Supplies Bank Charges Charitable Contributions Insurance- Malpractice Interest Expense Miscellaneous	General & Administrative		
Professional Fees Kitchen Supplies & Meals Client Cost Write Offs Office Supplies Bank Charges Charitable Contributions Insurance- Malpractice Interest Expense Miscellaneous	Travel- Firm Related		
Kitchen Supplies & Meals Client Cost Write Offs Office Supplies Bank Charges Charitable Contributions Insurance- Malpractice Interest Expense Miscellaneous	Parking- Firm Related		
Client Cost Write Offs Office Supplies Bank Charges Charitable Contributions Insurance- Malpractice Interest Expense Miscellaneous	Professional Fees		
Office Supplies Bank Charges Charitable Contributions Insurance- Malpractice Interest Expense Miscellaneous	Kitchen Supplies & Meals		
Bank Charges Charitable Contributions Insurance- Malpractice Interest Expense Miscellaneous	Client Cost Write Offs		
Charitable Contributions Insurance- Malpractice Interest Expense Miscellaneous	Office Supplies		
Insurance- Malpractice Interest Expense	Bank Charges		
Interest Expense Miscellaneous	Charitable Contributions		
Miscellaneous	Insurance- Malpractice		
	Interest Expense		
Total Total	Miscellaneous		
	Total		