

Office Overhead Budget Worksheet

Fiscal Year:

Prepared By:

Date:

Estimated Overhead Costs

Expense Category	Budgeted Amount	Notes
Rent / Lease		
Utilities (Electricity, Water, etc.)		
Telephone / Internet		
Office Supplies		
Postage & Shipping		
Insurance (Property, Liability, etc.)		
Repairs & Maintenance		
Equipment Lease / Depreciation		
Professional Fees (Legal, Accounting, etc.)		
Other (Specify)		
Total Estimated Overhead		

Additional Notes