

# Expense Analysis Form - Monthly or Annual

**Member Name:** \_\_\_\_\_

**Member Number:** \_\_\_\_\_

**BUSINESS EXPENSES**

**ADVERTISING** **Expenses (\$)**

- \_\_\_ Radio \_\_\_\_\_
- \_\_\_ Television \_\_\_\_\_
- \_\_\_ Newspapers \_\_\_\_\_
- \_\_\_ Magazines \_\_\_\_\_
- \_\_\_ Letter Box Drops \_\_\_\_\_
- \_\_\_ Direct Mail \_\_\_\_\_
- \_\_\_ Outdoor advertising \_\_\_\_\_
- \_\_\_ (Billboards) \_\_\_\_\_
- \_\_\_ Video Productions \_\_\_\_\_
- \_\_\_ Business Surveys \_\_\_\_\_
- \_\_\_ Promotional Products \_\_\_\_\_
- \_\_\_ Signs/Signwriting \_\_\_\_\_
- \_\_\_ Displays/Exhibitions \_\_\_\_\_
- \_\_\_ Public Relations \_\_\_\_\_
- \_\_\_ Marketing Consultants \_\_\_\_\_

**PRINTING**

- \_\_\_ Typesetting \_\_\_\_\_
- \_\_\_ Business Cards/Letterheads \_\_\_\_\_
- \_\_\_ Order Books, Contract Forms \_\_\_\_\_
- \_\_\_ Labels \_\_\_\_\_
- \_\_\_ Brochures \_\_\_\_\_
- \_\_\_ Screen Printing \_\_\_\_\_

**ADMINISTRATION**

- \_\_\_ Stationery \_\_\_\_\_
- \_\_\_ Office Equipment \_\_\_\_\_
- \_\_\_ Equipment Rental \_\_\_\_\_
- \_\_\_ Office Furniture \_\_\_\_\_
- \_\_\_ Equipment Maintenance \_\_\_\_\_
- \_\_\_ Bookkeeping \_\_\_\_\_
- \_\_\_ Computer Training \_\_\_\_\_
- \_\_\_ Accountancy \_\_\_\_\_

- \_\_\_ Solicitor \_\_\_\_\_
- \_\_\_ Debt Collectors \_\_\_\_\_
- \_\_\_ Answering Service \_\_\_\_\_
- \_\_\_ Water Cooler \_\_\_\_\_
- \_\_\_ Sales & Management Training \_\_\_\_\_
- \_\_\_ Employee Benefits \_\_\_\_\_
- \_\_\_ Employment Agencies \_\_\_\_\_
- \_\_\_ Hotels/Motels \_\_\_\_\_
- \_\_\_ Plant Hire \_\_\_\_\_
- \_\_\_ Florist \_\_\_\_\_
- \_\_\_ Dry Cleaning \_\_\_\_\_
- \_\_\_ Photography \_\_\_\_\_
- \_\_\_ Gifts \_\_\_\_\_

**VEHICLE MAINTENANCE**

- \_\_\_ Tune ups, Services \_\_\_\_\_
- \_\_\_ Brakes, Shocks \_\_\_\_\_
- \_\_\_ Tyre, Batteries \_\_\_\_\_
- \_\_\_ Exhaust, Repairs, Windscreens \_\_\_\_\_
- \_\_\_ Panel Beating, Spray Painting \_\_\_\_\_
- \_\_\_ Transmission Repair \_\_\_\_\_
- \_\_\_ Auto Electrical \_\_\_\_\_
- \_\_\_ Upholstery, Detailing \_\_\_\_\_
- \_\_\_ Accessories \_\_\_\_\_
- \_\_\_ Fuel \_\_\_\_\_

**TRANSPORT/DISTRIBUTION**

- \_\_\_ Removalist, Warehousing \_\_\_\_\_
- \_\_\_ General Truck Freight \_\_\_\_\_
- \_\_\_ Air Cargo \_\_\_\_\_
- \_\_\_ Container \_\_\_\_\_
- \_\_\_ Sea \_\_\_\_\_
- \_\_\_ Packaging \_\_\_\_\_

**GENERAL MAINTENANCE/CONTRACTS**

- \_\_\_ Cleaning Contractors \_\_\_\_\_
- \_\_\_ Cleaning Supplies \_\_\_\_\_

- \_\_\_ Window Cleaning \_\_\_\_\_
- \_\_\_ Carpet Cleaning \_\_\_\_\_
- \_\_\_ Landscaping \_\_\_\_\_
- \_\_\_ Lawn Mowing \_\_\_\_\_
- \_\_\_ Rubbish Removal \_\_\_\_\_
- \_\_\_ Security Patrol \_\_\_\_\_
- \_\_\_ Alarm Systems \_\_\_\_\_
- \_\_\_ Electrical \_\_\_\_\_
- \_\_\_ Plumbing \_\_\_\_\_
- \_\_\_ Carpentry, Cabinet Making \_\_\_\_\_
- \_\_\_ Air Conditioning, Heating \_\_\_\_\_
- \_\_\_ Refrigeration Service \_\_\_\_\_
- \_\_\_ & Equipment \_\_\_\_\_
- \_\_\_ Painting, Decorating \_\_\_\_\_
- \_\_\_ Shop Fitting \_\_\_\_\_
- \_\_\_ Engineering, Architect \_\_\_\_\_
- \_\_\_ Light Bulbs, Fixtures \_\_\_\_\_
- \_\_\_ Flooring, Tiles, Carpet \_\_\_\_\_
- \_\_\_ Equipment Hire \_\_\_\_\_
- \_\_\_ Tools, Hardware \_\_\_\_\_
- \_\_\_ Extermination, Pest Control \_\_\_\_\_
- \_\_\_ Building Construction \_\_\_\_\_
- \_\_\_ Remodelling \_\_\_\_\_

**TOTAL (Business Expenses) \$**

**PERSONAL EXPENSES**

**HOME**

- \_\_\_ Renovations, Building \_\_\_\_\_
- \_\_\_ Handyman, Electrician \_\_\_\_\_
- \_\_\_ Plumber, Painter \_\_\_\_\_
- \_\_\_ Plants, Shrubs, Fertiliser \_\_\_\_\_
- \_\_\_ Florist \_\_\_\_\_
- \_\_\_ Top Soil, Landscaping Supplies \_\_\_\_\_
- \_\_\_ Lawn Mowing, Gardening \_\_\_\_\_
- \_\_\_ Appliances, Repairs \_\_\_\_\_
- \_\_\_ Hardware, Timber, Tools \_\_\_\_\_
- \_\_\_ Extermination, Pest Control \_\_\_\_\_

**Expenses (\$)**

- \_\_\_ Furniture \_\_\_\_\_
- \_\_\_ Swimming Pool Service \_\_\_\_\_
- \_\_\_ & Supplies \_\_\_\_\_
- \_\_\_ TV, Video Repair \_\_\_\_\_
- \_\_\_ Musical Instruments \_\_\_\_\_
- \_\_\_ Tapes, CD's \_\_\_\_\_
- \_\_\_ Musical Instruments \_\_\_\_\_
- \_\_\_ Records, Tapes \_\_\_\_\_

**PERSONAL**

- \_\_\_ Clothes, Men, Women, \_\_\_\_\_
- \_\_\_ Children \_\_\_\_\_
- \_\_\_ Hair Styling \_\_\_\_\_
- \_\_\_ Pharmacy, Cosmetics \_\_\_\_\_
- \_\_\_ Beauty Treatments \_\_\_\_\_
- \_\_\_ Dry Cleaning \_\_\_\_\_
- \_\_\_ Child Care \_\_\_\_\_
- \_\_\_ Groceries \_\_\_\_\_
- \_\_\_ Restaurants, Take Aways \_\_\_\_\_
- \_\_\_ Holidays \_\_\_\_\_
- \_\_\_ Gifts \_\_\_\_\_

**MEDICAL**

- \_\_\_ Dentist \_\_\_\_\_
- \_\_\_ Chiropractor/Physiotherapy \_\_\_\_\_
- \_\_\_ Optician \_\_\_\_\_
- \_\_\_ Other/Cosmetic \_\_\_\_\_

**ENTERTAINMENT**

- \_\_\_ Sporting Events \_\_\_\_\_
- \_\_\_ Clubs, Pubs \_\_\_\_\_
- \_\_\_ Recreation \_\_\_\_\_
- \_\_\_ Gyms \_\_\_\_\_

**TOTAL (Personal Expenses) \$**

Fax, Post or Email to Ezycard Office.  
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