

Private Practice Expense Sheet

Governmental Compliance Costs	Initial Expense	Monthly Expense	Office & Other Equipment	Initial Expense	Monthly Expense
Business Tax License*	_____	_____	Computer	_____	_____
Fictitious Business Name **	_____	_____	Copier/Printer/Facsimile	_____	_____
License Renewal Fees	_____	_____	Coffee Maker	_____	_____
Office Space			Refrigerator	_____	_____
Buildout	_____	_____	Phone System	_____	_____
Rent/Lease	_____	_____	Cell Phone	_____	_____
Floor Coverings	_____	_____	Advertising & Promotion		
Window Treatments	_____	_____	Brochures	_____	_____
Utilities	_____	_____	Yellow Page Ads	_____	_____
Furnishings			Website	_____	_____
Desk	_____	_____	Presentations	_____	_____
Chairs	_____	_____	Networking	_____	_____
Couch	_____	_____	Other	_____	_____
Table	_____	_____	Insurance		
Bookcase	_____	_____	Malpractice & Premises	_____	_____
Filing Cabinet(s) with locks	_____	_____	Liability	_____	_____
Lighting	_____	_____	Office Contents – Fire	_____	_____
Plants, Art and other	_____	_____	Insurance	_____	_____
Accessories	_____	_____	Medical and Dental	_____	_____
Office & Professional Supplies			Disability/Business	_____	_____
File Folders	_____	_____	Interruption	_____	_____
Letterhead and Envelopes	_____	_____	Services		
Business Cards	_____	_____	Accounting or Secretarial	_____	_____
Pens, Paper clips, Staples, Tape, Etc.	_____	_____	Legal	_____	_____
Planning Calendars	_____	_____	Banking	_____	_____
Client Forms	_____	_____	Collections	_____	_____
Books and Brochures	_____	_____	Other	_____	_____
Billing/Accounting Software	_____	_____	Professional Relationships		
			Dues for Professional	_____	_____
			Organizations	_____	_____
			Continuing Education Costs	_____	_____
Total Expenditures:	Initial Expenses	Monthly Expenses			

*A business tax license or Declaration of Business Tax is generally required and typically filed and the city or county in which the practice is located.

**A fictitious business name is a name that does not include the surname of the individual business owner or a name that suggests the existence of additional owners. If such a fictitious business name is used in a for-profit business the individual or entity is required to file a fictitious business name statement no later than 40 days from the date business is first transacted.

These statements are required to be renewed. The filing of these statements can be accomplished with the recorder at the County Clerk's office. The filing fee is nominal. It will further be required that the fictitious name be published in a newspaper of general circulation in the area of the practice for at least four weeks.