

Accountants-  
Keep this form at  
your computer.

## Business Expense Form CITY HALL

Business Name

Pay to the order of	For	Maximum amount	Budgeted amount	Payment procedure
Sign Shop	Sign	\$5.00	\$ 5.00	<input type="checkbox"/> collected by agent
Broadcast Center	Radio ad	\$10.00	\$ 10.00	<input type="checkbox"/> collected by agent
Newspaper	Newspaper ad	\$10.00	\$ 10.00	<input type="checkbox"/> collected by agent
Technology Shop	Web page ad	\$5.00	\$ 5.00	<input type="checkbox"/> collected by agent
Distribution Center	Business materials	\$10.00 <small>(First order is \$5.00, next orders will vary)</small>	City Hall does not order supplies	<input type="checkbox"/> delivered by owners
Distribution Center	Building use and rent	\$10.00	\$ 10.00	<input type="checkbox"/> mailed
City Hall	Taxes, business license & legal services	\$10.00	City Hall does not pay itself taxes	<input type="checkbox"/> mailed
Multi-Service Center	Payroll services	\$10.00	\$ 10.00	<input type="checkbox"/> collected by agent
Multi-Service Center	Utilities	\$10.00 <small>(amount will vary, wait for bill)</small>	\$ 10.00	<input type="checkbox"/> collected by agent

**Total**      \$     

(Add numbers above)

Find this on the  
Employee Information  
Sheet

▶ **Total Gross Pay for Day** + \$     

**Total Amount of Loan Required**      \$     

(Total Business Expenses)

**Total Amount of Loan Required**      \$     

10% of Total Amount  
of Loan Required

▶ **Interest** + \$     

**Total Amount Due to Bank**      \$     

**REMEMBER!**

The Tech Shop does not pay interest on its Venture Capital Application. The Post Office only pays half of the loan back on its Federal Grant.

Total Net Pay for Day is deducted from the beginning balance in the business checkbook.

**Total Net Pay for Day is** \$     

(Find this on the *Employee Information Sheet*)