

Overhead Recap Form

Description	Last 12 mo.	Chg + or -	Projected		Description	Last 12 mo.	Chg + or -	Projected
Accounting					Office expenses			
Collections					Building maintenance			
Advertising					Equipment repairs			
Amortization					Postage			
Bad debts					Printing			
Depreciation					Rent			
Donations					Security			
Dues and subscriptions					Supplies			
Entertainment					Telephone			
Equipment (indirect)					Utilities			
Fuel					Personnel (indirect)			
Maintenance					Payroll			
Rental					Pensions			
Repairs					Profit sharing			
Small tools					Union dues			
Insurance					Taxes			
Liability					Payroll (indirect)			
Property					Property			
Interest					Travel			
Legal					Vehicles			
Licenses and fees, business					Fuel			
Miscellaneous					Insurance			
					Registration			
					Repair and maintenance			
Totals					Totals			