Monthly cost evidence checklist

Blank first-party worksheet. Categories are prompts, not project costs. Missing evidence is not zero.

01 Occupancy / rent and site charges

Does this cost apply? What does the signed quote or bill cover, what is paid separately, and is the basis recurring, usage-related, or upfront?

Cost basis: recurring / per-unit / upfront	**Billing period**	**Monthly estimate**
Currency	**Tax basis**	**Source or quote link**
Source date	**Owner**	**Status** Needs evidence

02 Staffing / labour

Does staffing apply? What work hours and pay basis support the estimate, and what changes with opening hours or demand?

Cost basis: recurring / per-unit / upfront	**Billing period**	**Monthly estimate**
Currency	**Tax basis**	**Source or quote link**
Source date	**Owner**	**Status** Needs evidence

03 Utilities / electricity, water or fuel

Which utilities apply? What billing dates and usage does the source cover? Separate standing charges from usage-related costs before classification.

Cost basis: recurring / per-unit / upfront	**Billing period**	**Monthly estimate**
Currency	**Tax basis**	**Source or quote link**
Source date	**Owner**	**Status** Needs evidence

04 Insurance

Does cover apply? What period does the quote cover, what is included, and when is the premium due?

Cost basis: recurring / per-unit / upfront	**Billing period**	**Monthly estimate**
Currency	**Tax basis**	**Source or quote link**
Source date	**Owner**	**Status** Needs evidence

05 Phone / internet / communications

Does this service apply? Separate recurring charges from installation costs and record any stated term or planned change.

Cost basis: recurring / per-unit / upfront	**Billing period**	**Monthly estimate**
Currency	**Tax basis**	**Source or quote link**
Source date	**Owner**	**Status** Needs evidence

Monthly cost evidence checklist

Blank first-party worksheet. Categories are prompts, not project costs. Missing evidence is not zero.

06 Software / booking subscriptions

Is a subscription needed? Record its billing term, renewal date and user basis; distinguish recurring charges from one-time setup.

Cost basis: recurring / per-unit / upfront	Billing period	Monthly estimate
Currency	Tax basis	Source or quote link
Source date	Owner	Status: Needs evidence

07 Professional services / applicable permissions

Does the service or permission apply? Is the quote one-time, recurring, or per service, and what period or scope does it cover?

Cost basis: recurring / per-unit / upfront	Billing period	Monthly estimate
Currency	Tax basis	Source or quote link
Source date	Owner	Status: Needs evidence

08 Maintenance / repairs

Is the estimate a service contract, a one-time repair, or a contingency? Identify the evidence and avoid counting the same work twice.

Cost basis: recurring / per-unit / upfront	Billing period	Monthly estimate
Currency	Tax basis	Source or quote link
Source date	Owner	Status: Needs evidence

09 Consumables / usage-related supplies

Which supplies apply? What source supports cost per unit or batch, what usage is assumed, and is it already counted in another cost line?

Cost basis: recurring / per-unit / upfront	Billing period	Monthly estimate
Currency	Tax basis	Source or quote link
Source date	Owner	Status: Needs evidence

10 Equipment / fit-out / initial setup

Is this an upfront investment, a recurring lease, or another basis? Keep a one-off purchase out of recurring costs and record its separate cash timing.

Cost basis: recurring / per-unit / upfront	Billing period	Monthly estimate
Currency	Tax basis	Source or quote link
Source date	Owner	Status: Needs evidence