

Radio & Television Broadcasters Insurance Program
 Business Income Worksheet
 Non Manufacturing or Mercantile Operations

	Actual values for year ending _____	Estimated values for year ending _____
A. Net Income Before Taxes	<input type="text"/>	<input type="text"/>
B. Add Total Operating Expenses/Continuing Expenses	<input type="text"/>	<input type="text"/>
Sub - Total	<input type="text"/>	<input type="text"/>
C. Add Payroll Expense (UNLESS ALREADY INCLUDED ABOVE)	<input type="text"/>	<input type="text"/>
D. <i>Business Income Basis</i> : A + B + C	<input type="text"/>	<input type="text"/>
E. Number of months required to recover from a total destruction of property (Show the # of months as a percentage of a year. Example: 6 months =.5; 9 months =.75, etc.)	<input type="text"/>	<input type="text"/>
F. <i>Estimated Business Income Exposure Amount</i> (D) x(E)	<input style="border: 2px solid black;" type="text"/>	<input style="border: 2px solid black;" type="text"/>
G. If Extra Expense is to be covered, show the Estimated Total amount from Line 5 of the Extra Expense Worksheet	<input type="text"/>	<input type="text"/>
H. <i>Estimated Business Income and Extra Expense</i> <i>Exposure Amount (F + G)=</i> ESTIMATED LIMIT NEEDED:	<input style="border: 2px solid black;" type="text"/>	<input style="border: 2px solid black;" type="text"/>

Insured's Signature: _____

Title: _____

Date: _____

EXTRA EXPENSE WORKSHEET

If your business were to suffer an insured loss but you must stay open for business, you could incur costs above and beyond your regular expenses. The purpose of this worksheet is to **estimate** the potential exposure/expenses incurred as your business continues operations while trying to get back to normal after a loss. Business Income insurance covers what the business would have earned if no loss had occurred. Extra Expense covers the costs related to maintaining the market share and reducing the duration and severity of the loss.

	Column A 1st month	Column B Each subsequent month
Temporary Location Expenses:		
- <i>Temporary location (rent)</i>		
- <i>Temporary fixtures, machinery & equipment</i>		
Moving & hauling		
Installation of operations		
Light, heat & power at temporary location		
Maintenance at temporary location		
Insurance at temporary location		
Employee expenses:		
- <i>Transportation</i>		
- <i>Overtime</i>		
- <i>Travel allowances</i>		
- <i>Incentives</i>		
- <i>Additional staff</i>		
Other Expenses:		
Advertising		
Telephone and communications (installation and maintenance at temporary location)		
Engineering & administrative costs		
Emergency facilities		
Net amount paid to others for services and manufacturing		
Additional freight and shipping costs due to temporary location		
Automobile rentals		
Other:		
TOTAL	\$	\$

TOTAL EXTRA EXPENSE

Calculations should be based on the longest foreseeable recovery period in order to ensure adequate coverage.

Total extra expense per month, for each subsequent month following loss **(Column B Total)**

(Line 1) \$ _____

Number of months required to recover from total destruction of property *excluding first month if Extra Expense dollars are spent*

(Line 2) _____

Total extra expense for all months after 1st month **(Line 1 x Line 2)**

(Line 3) \$ _____

Total extra expense for first month following loss **(Column A Total)**

(Line 4) \$ _____

Estimated Total Extra Expense (Line 3 + Line 4)

(Line 5) \$

Glossary

Net Income Before Taxes

Net income before taxes is listed on your latest income statement under "Net Income Before Taxes."

Don't include other types of income listed on your income statement, such as "Other Income," "Extraordinary Gain or Loss," or other income sources that aren't related to the primary operation of your business.

Total Operating Expenses

Operating expenses are annual expenses you have that relate to the primary operation of your business. It includes items such as your rent, lease payments on property or equipment, wages and salaries, payroll taxes, benefits, insurance premiums, property taxes, utilities, administrative expenses, depreciation and professional services.

Don't include items listed in your income statement under "Cost of Goods Sold" - the expenses you incur in order to manufacture, create or sell your product - in this section.

Recovery Time

In this section, enter the number of months you believe it would take your business to rebuild your property and return to your current revenue level if your business property were totally destroyed.

For most companies, it takes six months to a year to return to pre-loss revenue levels and for businesses operating specialized fields or in a highly competitive industry, it can take even longer.

Factors to consider include the time it will take to clear debris from your site, get permits, rebuild your property or select a new location, replace equipment and machinery, become fully operational and regain customers. Some businesses such as retailers, contractors, and outdoor services experience seasonal changes in income levels. These fluctuations should be considered when determining your insurance needs.

Note: Every business is different. Before purchasing coverage, you should discuss these issues with your financial advisor or independent agent.